**{{firm\_name}}**

|  |  |
| --- | --- |
| {{office.full\_address}}  Office: {{office.phone}}  Fax: {{office.fax}} | {{lawyer.name\_on\_docs}}  *Phone:* {{lawyer.phone}}  *Email:* {{lawyer.email}} |
| Our File: {{ matter.matter\_number }} | *{% if assistant.role %}{{ assistant.role }}{% else %}Assistant{% endif %}:* {{assistant.name\_on\_docs}}  *Phone:* {{assistant.phone}}  *Email:* {{assistant.email}} |