 Active Practice LLC

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May 15, 2025

<<ClientNameFull>><<OptionClientTitle>>

<<ClientTitle>><<OptionClientTitle/>>

<<ClientOrg>>

<<ClientAddress>><<OptionAddress2>>

<<ClientAddress2>><<OptionAddress2/>>

<<ClientCity>>, <<ClientState>> <<ClientZipcode>>

Re: <<Subject>><<OptionOurFileNo>>

Our File No.: <<OurFileNo>><<OptionOurFileNo/>>

Dear <<ClientMrMs>> <<ClientLast>>:

I am writing to confirm <<OptionConfirmMeeting>>our meeting in our office on <<MeetingDate>> and <<OptionConfirmMeeting/>>that you have retained our firm to act on your behalf with respect to <<MatterDescription>>.

Enclosed is the following document. We ask that you review it carefully:

Retainer Agreement, in duplicate<<OptionNewClient>>

Information for New Clients<<OptionNewClient/>>

Please initial, sign and return one copy of the Retainer Agreement to us, together with a retainer in the amount of <<Retainer>> as set out in the Agreement. Please keep one copy for your records.

Thank you for the opportunity to serve you.

Sincerely,

<<SenderNameFull>><<OptionSenderTitle>>

<<SenderTitle>><<OptionSenderTitle/>>