

Jones & Ramirez LLP
(555) 555-5555

7.04(j) Violation-missing the city of the firm's principal office

Jim Jones

Jorge Ramirez

Advertisement ←7.05(b)(1),(2) Violation-ADVERTISEMENT in all upper-case letters

January 1, 2009

Joe Shmoe
1 Aggie Way
Raidertown, TX 71111

Dear Mr. Shmoe,

Rule 7.05(b)(5) Violation-Needs to state the office and records' names

Upon reviewing the North County records, it appears you were arrested on the suspicion of driving under the influence. My firm can help represent you in the North County courts should you hire me. Please remember that you are innocent until proven guilty of the charges against you.

Rule 7.02(a)(1) Violation-Needs to say "you are presumed innocent..."

It is important that you remember that being represented by an attorney in the courts is an important option for you. It can help you understand the charges against you and I will either get the charges dismissed, get you reduced jail time or get the charge redacted from your record. ←**Rule 7.02(a)(3) Violation- Unjustified expectation-Need to use conditional language ("I may be able to either get the charges...")**

My office is conveniently located in downtown Longhorn City, Texas, not far from the North County Courthouse. Please feel free to call my staff to set up an appointment with either myself or my partner, Jorge Ramirez.

If you have already hired an attorney, please consider me in the future should you need any of my firm's legal services.

Sincerely,

Jim Jones
Jones & Ramirez LLP