Memo Request to obtain Legal Advice

|  |  |
| --- | --- |
| To: | Legal and Secretariat |
| From: | Name: |
|  | Position: |
|  | School / Portfolio: |
| Date: |  |
| Subject: | Request for Legal Services in respect of Choose an item. |

|  |
| --- |
| RFT number and description: |

Please see attached draft Choose an item. for (insert number / title of tender)

No duplicate of this document for the same RFT exists at this time.

The document has been drafted based on specifications on the specific needs of the University.

Please advise it any additions / amendments / deletions are required and return with comment.

Regards,

Insert name