

## SAMPLE YEAR END LETTER

January 15, 20\_\_

Mr. Charles C. Client  
ABC Company, Inc.  
1111 Enterprise Avenue  
Chapel Hill, North Carolina 12345

Dear Chuck:

The firm is just completing its review of the past year. The critical questions the firm asked in that review were: (1) did we have fun, (2) did the firm only represent quality people whose company we enjoy, (3) for the size of the firm, was the firm involved in a disproportionate number of the interesting issues in its respective communities, (4) did the firm stay focused on the profession of law as opposed to the business of law, (5) internally did we only work with people whose company we enjoy, and (6) did the firm ever consciously compromise its commitment to excellence.

By the measure of those questions, the past year was a wonderful year for which the firm is very grateful. We enjoy what we do. We enjoy for whom we do it. We enjoy with whom we do it. We enjoy how we do it.

Note that not one of the critical questions asked relates to financial performance. The firm consistently finds that if the firm has good answers to the first six questions, the dollars take care of themselves. You might say that is no way to run a business. We would reply that is exactly the point - this firm has no desire to be a business, it is a profession - a vocation.

Some clients and friends have asked when and if the firm will join a larger firm. The firm has been very flattered by the law firms that continue to approach the firm. Because the firm is in the profession of law and not the business of law, the firm cannot imagine the firm joining larger firm.

This past year marked another busy year with the firm's efforts and initiatives to make the firm's communities better and stronger. Those initiatives are the firm's Civic Initiative ("CI") and the firm's Economic Development and Job Creation Initiative ("EDJCI"). The CI contributes the firm's strategic, long range planning, legal, and macro financial services to not for profit organizations serving important needs of the community that do not have the financial resources for and access to such services. The EDJCI contributes those same services to start up and early stage companies that do not have the financial resources for and access to such services. Each year the firm asks the firm's communities to submit nominations for the CI and EDJCI. The number of nominations received is a significant multiple of the number of each that the respective Initiatives can accept. Typically, the firm's commitment is for 2-3 years. The firm hopes that this contribution helps improve the strength of these organizations.

With best regards,

The Shanahan Law Firm LLC