



DRAFT EMAILS AND LETTERS

BENEFIT

According to research, attorneys spend over half their day working with email. Although practice areas and workloads vary, a typical lawyer creates or receives 70+ documents per day. GenAI tools can quickly generate drafts of emails and letters, saving hours of time each week and minimizing grammatical and spelling errors. AI can ensure a consistent tone and style, which is especially useful in client communication. Translating legal language into plain language can provide clients with concise explanations that avoid jargon and complex terminology, leading to improved client satisfaction through clearer, more timely communication.

EXAMPLES

- First drafts of emails/letters.
- Templates for common client inquiries.
- Simplify legalese into plain language for a client.
- Draft follow-up from meeting with summary.
- Translation into a different language.

BEST PRACTICES IN LEGAL

- Ensure the tool complies with data privacy laws and protects sensitive information.
- Always review and verify AI-generated content for accuracy before sending.
- Customize each draft to fit the specific situation, client, and legal requirements.
- Ensure that AI does not mislead or misrepresent.

RECLAIM YOUR TIME: LET AI HANDLE YOUR EMAILS AND LETTERS.

FAQS

Q. Can AI tools ensure the legal accuracy of my communications?

A. No, AI tools can assist, but it's essential to have a legal professional review drafts before sending.

Q. Do I need to alert the recipient that I used AI to draft an email or letter?

A. Not always, but doing so can enhance transparency and trust; if you're unsure, consult your organization's policies.