NOTE: To be printed on the law practice’s letterhead. A hardcopy hand-signed letter is required for letters from law practices outside Singapore. SILE may require more information from applicants, such as evidence of the formal training arrangement in writing.

[Date]

Singapore Institute of Legal Education

(Attn: Director, Bar Admission and Examinations)

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**COMPLETION OF RELEVANT LEGAL TRAINING FOR**

[Trainee’s Name]

This is to certify that the Trainee named below has, for a period of not less than 6 months within a continuous period of 8 months, received supervised training in relation to the practice of [foreign] law under a formal training arrangement with us (a law practice duly licensed to operate in [country & state] by [licensing authority]). The particulars of the relevant legal training (“RLT”) are:

Trainee: [Trainee’s official full name]

NRIC / Passport No.: [●]

TEP No. if applicable: [●]

RLT commenced on: [●]\*

Last day of RLT: [●]

2. During the RLT period:

(a) This law practice declared closure for [●] day(s) (namely, [state dates]); and

(b) The Trainee took [●] day(s) of leave (including medical, annual and compassionate leave) (namely, [state dates]).

3. We enclose a certified true copy of the licence/registration issued to the law practice by the [licensing authority].

4. For clarifications, please contact [Name of partner, director, sole proprietor, sole director or sole partner] at [contact number] or [email address].

Yours faithfully,

*[This letter is to be hand-signed on hardcopy letterhead.]*

[Name of Partner / Director / Sole Proprietor / Sole Director / Sole Partner]

For [Name of Law Practice]

Enclosure

\* *The RLT can only commence after the Trainee has passed the final examination of the recognised law degree.*