



WICHITA AREA CHAPTER OF THE
ASSOCIATION OF LEGAL ADMINISTRATORS

www.walanet.org

October 1, 2008

(Attorney name/address)

Re: Professional Legal Management Week, October 6-10, 2008

Dear Managing Partner,

_____ is a member of the Wichita Area Chapter of the Association of Legal Administrators. Congratulations, and thank you and your firm for supporting this membership. As you know, being a legal administrator is demanding, sometimes tough, and requires knowledge and skills in multiple business disciplines. _____ receives the latest information and new ideas in the legal management field and a lot of support from peers through this affiliation.

Currently, WALA has 22 members. Some of our recent monthly luncheon topics have been: Application Screen and Testing; ERISA Changes and Updates; Building a Healthier You (Employee Wellness); Disaster Recovery Plans; Law Firm Budgeting; Wage and Hour Law Update; and Formula for Employee Engagement. Webinars and regional and national conferences add to the smorgasbord of educational opportunities for members.

The ALA website hold vast information for your administrator on all law firm management topics, with white papers, links to other publications and articles, and a management coaching newsletter.

WALA was recognized earlier this year as a Gold Level Chapter which meets a high standard of accomplishments for a well-managed chapter. Recognition was also given for its outstanding work in relationships with the local bar association and with legal vendors. The chapter also performs community service projects and has been involved with helping the community in a variety of ways over the years.

(Include personalized paragraph describing member's chapter activities/offices, etc.)

I thought this letter would be of interest to you as you work to develop your firm, and I would remind you to thank your administrator during Professional Legal Management Week, October 6-10 this year ... for the level of professionalism she brings to your law firm's success.

Cindy Rush, Chapter President
Wichita Area Association of Legal Administrators