

# Appendix C

## DRAFT LETTER ADVISING CLIENT OF USE OF CLOUD STORAGE

Client Important

Address

Re: Notice of Use of Cloud Storage

The Law Office of Ms. Attorney is pleased to use the services of Cloud Vendor X as its document management and document storage provider. All documents exchanged between you and our firm during the course of representation may be scanned and stored in a personal and confidential file with Cloud Vendor X. All documents will be maintained in a confidential manner in accordance with our firm's rights and obligations to you as our client. This letter is intended to inform you of our firm's relationship with this third-party vendor in order to provide full disclosure regarding the location in which your file materials will be stored during the course of this representation.

Your signature below confirms that this information has been discussed with you and that you have no objection to The Law Office of Ms. Attorney's use of Cloud Vendor X for its document management and document storage provider.

Very truly yours,

Ms. Attorney

### Acknowledged and Agreed to:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_