LETTER\_DATE

LEAD\_FIRST\_NAME LEAD\_LAST\_NAME

LEAD\_ADDRESS

LEAD\_CITY LEAD\_STATE LEAD\_ZIP\_CODE

Dear LEAD\_PREFIX LEAD\_LAST\_NAME

It was a pleasure to speak with you today. As we discussed, I have enclosed the documents we need to get you started: the representation agreement and a medical authorization. We would like to get these documents back immediately so we can begin our investigation. For your convenience, I have attached a self-addressed stamped envelope.

If LEAD\_DEFENDANT\_NAME or his/her insurance company contacts you, do not speak to them and refer them to our office. At this sensitive point, you also should not speak to your own insurance company, LEAD\_INSURANCE\_NAME unless I am on the call with you. Also, make sure you do not discuss the accident or your injuries using any social media.

We look forward to working with you to achieve the best possible recovery for you in your case. If at any time you have questions about your case, either now or anytime throughout this process, please do not hesitate to contact me. We are here to help.

Very truly yours,

USER\_NAME

/USER\_STAFF\_INITIALS