

Information or instructions: Letter to a client regarding a proposed settlement demand requesting the client verify the information prior to making the demand.

PREVIEW

1. The following letter may be sent to the client to verify that the proposed demand is complete and accurate.
2. The letter attempts to have the client verify that all elements of recoverable damages have been listed and an appropriate demand made.

Letter to a client regarding a proposed settlement demand requesting the client verify the information prior to making the demand.

[Date]
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ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS
CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION

[Client's Name]
[Client's Address]

Dear [Client's salutation]:

Enclosed please find copies of medical records, narratives and other information that I have received from your health care provider(s). Please review the same and contact me immediately if you disagree with any of the findings or statements contained therein. I have prepared a draft settlement proposal based on your earlier communications.

THIS DOCUMENT

As we have discussed, you have informed me of each and every expense, cost or claim that may be made in your case including lost wages that you may seek recovery for. It is important that all possible expenses or claims be included in our analysis and review of your claim, before we make a demand on the insurance company. Failure to list expenses or items that you are entitled to for damages, means that you may receive a smaller settlement or recovery than you are legally entitled to.

Please review the draft and contact me immediately if you disagree with any of the findings or statements contained therein. Also please advise me as to the current status of your medical condition, as to whether or not the doctors have made a final report regarding your condition and a release to work.

THANK YOU

Please keep me posted on your medical condition. Before I send a settlement demand letter to the insurance carrier, I want to make sure that you get credit for all of your medical expenses.

The standard practice is that the doctor's office will send us a complete set of your medical bills (regardless of what was or was not paid by insurance). We then submit the total amount of medical expenses on the settlement demand.

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If you have any questions, or would like to discuss this matter with me, please call me.

PREVIEW
very truly yours,

[Attorney's Name]

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THANK YOU

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