

**Information or instructions: Transmittal letter to a new client-fee agreement & client information**

1. The following letter is confirms a meeting or phone conversation whereby the client requested the attorney to perform legal services.
2. The transmittal letter includes a New Client Letter, personal injury Do's and Don'ts instruction sheet, medical authorization form, copy of a legal fee agreement, and a client information sheet.

**Form: Transmittal letter to a new client-fee agreement & client information**

[Date]

**ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION**

[Client's name]  
[Client's address]

Dear [Client's salutation]

Enclosed in this envelope is the information which I referred to in our discussion. Please review the enclosed letters and documents. Thereafter, please sign your name on the appropriate lines which require your signature. We have placed "signature tabs" on the pages which you should sign.

After you have signed the papers, please return the following original documents to my office:

1. Attorney Consultation & Fee Contract and
2. Authorization for Information, Records & Statements.

After we have received the papers, we can begin to represent you. You should keep a copy of the above documents for your records.

Please carefully read the "New Client Information Letter". After you have read the letters, please complete the Client Information Form and return it to my office. If you need assistance in completing any of the forms, or have questions, please call me.

Very truly yours

[Attorney's name]