

§166 Form: Letter to Prospective Client

Client's Name
Address
City, State Zip

Re: Social Security Case

Dear ***Client's Name***:

This letter is to confirm your appointment with me at my office on ***day, date at time***.

When you come, please bring all of your social security papers (especially the denial letters and appeal forms), including any papers related to earlier applications.

Be very careful about appeal deadlines. Please appeal any denial letters as soon as possible. Please submit your appeal before the date of our appointment. You may appeal by going to any social security office. Don't forget to bring your copy of the appeal papers to our meeting.

If you have any hospital records or medical reports in your possession, please bring them, too. However, you don't need to go to doctors or hospitals to get medical records if you don't already have them. If you have been involved in any other disability cases (such as short or long term disability, worker's compensation, etc.) please bring papers related to those cases, too. If you received Unemployment Compensation during any time you claim to be disabled, bring papers related to your Unemployment Compensation benefits.

Please complete the enclosed questionnaire before our meeting. This is a long and detailed questionnaire; but all of the information requested on the questionnaire is necessary in order to evaluate your case and effectively represent you.

This questionnaire may take several hours to complete. If you do not have it completed by the time of the appointment, please call and reschedule.

If you need help completing the questionnaire and no one is available to help you, please telephone me so that we can discuss how to deal with this.

Sincerely,