

Finally, I confirm that this request does not relate to enforcing lien rights since specific time frames may apply. I understand that if I wish to enforce specific lien rights that I must contact your office to discuss how to protect and enforce these rights and that if I do not do so, I may lose any such rights.

1. The full name and address of the party you are to contact is:

2. If the party to be contacted is a business, the name of the business and its owner or representative is:

3. The facts, dates and details that relate to this request are:

(Please attach another sheet if more space is needed)

4. I request that you make the following demand on the opposing party and include in this the principal amount owed as well as any applicable interest.

5. Attached are all contracts, prior letters, invoices, estimates, photos or other documents that I have relating to my claim. Please limit this to 10-15 pages depending on your contract, unless otherwise advised by attorney.

6. The opposing party (check one) **IS** or **IS NOT** a member of LegalShield, or **I DO NOT KNOW** if the opposing party is a member of LegalShield.

7. I understand that you (check one) **WILL** or **WILL NOT** send a copy of the draft letter to me to review before it is sent to the opposing party. I further understand that if you send a draft to me that you will not send a final letter until you receive my comments on your draft.

I (check one) **DO** or **DO NOT** want the final letter sent by Certified Mail, Return Receipt Requested (CMRRR). I understand that there is a \$10 fee for a CMRRR letter and if I request one, I have enclosed my check for \$10.00 payable to Framme Law Firm, PC or have contacted the firm to make payment by credit card.

→ Please make your check payable to “Framme Law Firm, PC” and mail it to Framme Law Firm, PC, 6800 Paragon Place, Suite 233, Richmond, VA 23230 or call our 800 number to pay by credit card over the phone.

8. Please send my copy of the draft and/or final letter to me by (choose one):

- a. Email to _____ .
- b. Fax to _____ .
- c. Regular mail to _____ .

The details I have provided are accurate to the best of my information and belief.

Signature

Date

Important note to members: If we prepare and send a letter on your behalf, we will do so under the terms of your LegalShield membership contract and will rely on the information contained in your Request to do so. We will make every effort to complete and send the letter within three business days from receiving the Request from you. We will send you a copy of any letter. Our representation of you in this matter will end when we send the letter or make the telephone call. However, please call with any additional questions you may have or if you would like us to take further action. We would appreciate your advising us of any response you receive from the opposing party.