

COLLECTION AUTHORIZATION LETTER

Please type or print

Dear LegalShieldSM member:

You have requested that we send a collection letter on your behalf in this matter. It is necessary that we, as a law firm, have your authorization to take action such as writing a letter. The authorization, certification of prior activity in this matter, and other information you provide here also helps us to verify the information that we have previously taken by telephone.

Please carefully read this letter and the Request For Collection Letter or Telephone Call that follows, then complete the requested information, sign the form and return it to us. **YOU MUST FULLY COMPLETE EACH BLANK LINE AND PROVIDE ALL REQUESTED INFORMATION BEFORE WE CAN CONTACT THE OPPOSING PARTY ON YOUR BEHALF**

NOTE ON OUT OF STATE LETTERS: Framme Law Firm PC cannot send collection letters to individual debtors for consumer debt who reside outside of the state. Other states have requirements for licensing and bonding, as well as other unique requirements for collection letters to other consumers. We can send collection letters only to out-of-state businesses.

Sincerely yours,

Framme Law Firm PC

Request for Collection Letter or Telephone Call

Date:

To: Framme Law Firm, PC Attention/ Attorney:

Email: Mail@FrammeLaw.com - or- Fax #:

→ *All attorneys have direct fax numbers; please fax to the number given to you by the attorney. If you have trouble with that number, you can fax to our firm's main fax number (800) 930-3150. You can always mail the documents via regular mail.*

From:

Intake #: LegalShield Membership #:

My Mailing Address:

Please issue a collection demand letter to the named (check one) **individual** or **business** based upon the information I am providing below:

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 debtor's representative is:

3. 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.

4. Attached are the documents that support this debt. This could include (but is not limited to) a legible copy of any returned checks, invoices and/or work orders, which support the claim. (Please limit this to 10 pages, unless otherwise advised by attorney).

*[Please remit a copy of the first invoice sent and any past due billings or letters sent. **DO NOT SEND ORIGINALS.** If the document you are sending contains very small print, you can enlarge the copy before you fax it to us, or send us a full-size photocopy in the mail.]*

5. 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.

6. 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.

7. 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

Please read the following statements carefully. By signing below, you are agreeing that the following statements are true.

I certify that: I, (name of member):

- a. Am providing a legible copy of documents, which support this claim;
- b. Complied fully with state and federal consumer credit laws;
- c. Calculated the amount due and it does not include any charges that exceed 6% per year on the outstanding principal balance, or any amount of interest that was not agreed to in the original agreement; **if the amount due does not include interest check this box** ;
- d. Have not received any written or verbal notice from the debtor or their attorney advising me that debtor has filed for bankruptcy protection; and
- e. Allowed all just and lawful offsets, payments and credits.

_____/_____
Signature Date

IMPORTANT NOTICE 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 and will ask the recipient of the letter to respond directly to you. 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.

LIEN RIGHTS: This CAL does not apply to enforcing lien rights since specific time frames and procedures may apply. If you have specific lien rights you want to enforce, you must contact this office to discuss how to protect and enforce your lien, or you may lose your rights.