

**Re: Personal Injury Intake Forms
D/Accident:**

Dear Sir or Madam:

Enclosed please find our personal injury intake form for your completion. Please fill out the enclosed forms to the best of your ability including personal information, employment information, and injury information, and the names and addresses of the doctors or clinics that you have visited for your injuries.

I have enclosed a medical authorization and an employment authorization. Please sign these forms so that we can obtain your medical records needed to pursue this case. Please sign the authorizations, **but do not date them**. We will fill in the necessary information for the authorizations, we just need you to sign them.

Lastly, enclosed you will find the Personal Injury Retainer Contract. Please sign and date the retainer contracts. If you should have any questions regarding this, please call me.

Please send your completed documents back to me in the postage-paid envelope I have enclosed. Also, please provide me with a copy of the accident report as well as a photocopy of your health insurance card.

Very truly yours,

DERZON & MENARD, S.C.

Enclosures