

VIA ELECTRONIC MAIL & USPS

RE: Your Personal Injury Matter

Clients:

As you know, we represent you for injuries you sustained in a recent accident. Due to the current outbreak of COVID-19, we are asking that our clients fill out additional power of attorney forms in case other lawyers within the firm need to submit requests for your medical records. These are the same forms you filled out on the beginning of the case, they simply give other members of our firm, in addition to Mr. Jaffe, the authority to obtain your medical records. This will ensure that we are as prepared as possible to continue working to resolve your case as quickly and as effectively as possible. Our preference is that you print out the forms, sign in front of a notary, and email/fax them back to us, but if necessary, please send them via regular mail. We appreciate your cooperation in this uncertain time, and will continue to work hard for all of our clients.

Regards,

RICHARD S. JAFFE, ESQ.

CAM/RSJ