

KENNETH VERCAMMEN & ASSOCIATES, PC

ATTORNEY AT LAW

2053 Woodbridge Ave.

Edison, NJ 08817

(Phone) 732-572-0500

(Fax) 732-572-0030

website: www.njlaws.com

Date _____

Re: Appointment date & time

Dear _____:

Thank you for contacting our law office in connection with your matter.

Your appointment is for _____

Directions to our office are available on our website www.njlaws.com. The website also has detailed information on legal matters we handle and help clients. To help provide better service and answer your questions, please fill out the enclosed Interview sheet. You may want to fax or mail the interview sheet to our office prior to the appointment.

You should bring:

1. All papers you have in connection with your matter.
2. Your questions
3. The completed interview sheet

When you come in we will discuss the matter, and provide a written retainer statement. Client can now pay fees by check, Visa, MasterCard, American Express, Discover, cash or money order. Once retained we will represent your interests vigorously.

As you might imagine we have many requests for appointments and our schedule is very full. Therefore, we ask that you make every effort to keep your appointment. If, for some reason you are unable to make your appointment, please notify us in advance.

Very truly yours,

Kenneth Vercammen, Attorney

KAV/ _____

[New Client schedule appointment Non 6/28/07]