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Dear Client:

In response to your inquiry to our office with regard to your social security disability claim, we have enclosed a list of questions which we request you answer in order to assist us in evaluating your case. After we have reviewed your claim, someone contact from our office will contact you by mail or telephone, depending upon the urgency of your situation, to inform you whether or not we are able to help you.

There are statutes of limitation which apply to social security disability claims in different circumstances. If one of the time periods is about to expire with respect to your claim, you should contact the social security disability claims office and take the appropriate action in order to toll the expiration of the applicable statute. They will provide you with forms at your request.

We will contact you by phone or by mail within two weeks after receipt of your responses to our intake questionnaire. At that time, we will inform you whether we can assist you based upon our review of your claim. In order to expedite our review, you must enclose a copy of the information relevant to the disputes in your claim; i.e., medical records (**IN DATE ORDER PLEASE**); wage information; and/or any other material you can obtain that supports your position of the dispute(s) in your claim. Please retain a copy of those records for your file since they will not be returned to you. If you wish to have them returned, you will be responsible for postage or you may pick them up at our office.

We will look forward to hearing from you. Thank you for calling our firm.

Sincerely,

Kalamarides & Lambert

Joseph A. Kalamarides

Enclosure (Intake Questionnaire)