

Irving Sylvester Puffuffnick, III, Esq.  
308 Second Street, SW  
Roanoke, VA 24011

RE: Guardianship of Jane Doe

Dear Irving:

Regarding the above matter wherein you have agreed to serve as Guardian *ad Litem*, I enclose the following:

1. Notice of Hearing and a copy of the Petition to be served on Ms Doe.
2. Copy of Notice of Hearing and Petition for your file;
3. Copy of Dr. Demento's Medical Evaluation Report (medcert);
4. Copy of Dr. Jones Discharge Summary from Hospital;
5. Copy of Dr. Pepper's notes from Nursing Home;
6. Copy of our interview form; and
7. Copy of search results for real estate in Roanoke City.

*ALT: If you can't get a Med Cert (that silly HIPPA law) then use following:*

*Doctor Demento will not release medical information to us; you will need to contact him at 555-1234 for appropriate medical information. As you know, 37.2-1003D specifically directs him to provide this information to you.*

Please call if you need anything further or if there are any questions.

Very truly yours,

Blanche Lunchpail  
Legal Assistant