



26400 La Alameda, Suite 208, Mission Viejo, CA 92691

Ph~ 949.606.4698 Email~ bernadette.balancedhealth@gmail.com

### Letter/Form Request

I ACKNOWLEDGE THAT THE FEES FOR COMPLETING FORMS OR LETTERS ARE SUBJECTIVE BASED ON THE CONTENT. THIS PROCESS IS NOT COVERED UNDER INSURANCE. IT MAY REQUIRE SCHEDULING A SEPARATE APPOINTMENT WITH PATIENT PRESENT IN ORDER TO DISCUSS THE FORMS. ADDITIONALLY, PLEASE ALLOW UP TO 5 BUSINESS DAYS FOR PROCESSING DEPENDING ON THE LENGTH OF TIME REQUIRED TO COMPLETE THE LETTER OR FORM. THIS FEE MUST BE PAID PRIOR TO RELEASE OF LETTER OR FORM. **\*\*Please note that if there is an URGENT request, there might be a surcharge added to the prices listed below\*\***

STANDARD FEES\* SUBJECT TO CHANGE AT PREPARERS DISCRETION

- \$30- GENERAL SCHOOL, WORK RELATED LETTER, EMOTIONAL SUPPORT ANIMAL
- \$100- INITIAL DISABILITY CLAIM FILING (per Entity~ EDD, Workplace, FMLA)
- \$60- DISABILITY EXTENSIONS (per Entity~ EDD, Workplace, FMLA)
- \_\_\_\_\_ CUSTOMIZED LETTER/ FORM-- Price TBD

YOUR SIGNATURE BELOW GIVES BH & W PERMISSION TO RELEASE REQUESTED LETTER TO:

\_\_\_\_\_  
PERSON/ENTITY

\_\_\_\_\_  
PRINTED PATIENT FULL NAME

\_\_\_\_\_  
DATE LETTER NEEDED BY:

Letter Content Requested **(if request is for an ESA letter-- please complete page 2):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Method of Retrieval or Release:**

Pick-Up in Office     Fax: \_\_\_\_\_  E-Mail: \_\_\_\_\_

USPS Mail: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PATIENT OR LEGAL GUARDIAN

\_\_\_\_\_  
DATE

PAID: YES / NO    DATE PAID: \_\_\_\_\_    STAFF INITIALS: \_\_\_\_\_



## Letter/Form Request

If you are requesting an **EMOTIONAL SUPPORT ANIMAL** letter, please provide the following information.

**\*\*REASON FOR LETTER** (travel, housing, etc): \_\_\_\_\_

**\*\*PET 1:** Dog/ Cat: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

**\*\*PET 2:** Dog/ Cat: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

**\*\*PET 3:** Dog/ Cat: \_\_\_\_\_

Breed: \_\_\_\_\_

Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_