

# Enrollment Confirmation (Receipt)

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CLIENT KEEPS IN HIS OR HER POSSESSION

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

Everletter Reference ID: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

## What This Is

Everletter is a pre-planned letter service that allows you to prepare sealed personal correspondence in advance and have them securely stored for delivery after your death.

You have enrolled in the Everletter Pre-Plan Packet, which enables you to:

- Prepare sealed final correspondence to specific recipients
- Have those correspondence securely stored by Everletter
- Ensure the correspondence are released and delivered when the time comes

Everletter does not open, read, copy, or alter your correspondence at any time.

## Payment Status

You have paid the initial enrollment fee, which covers:

- Your Everletter packet
- Intake and verification
- Cataloging and secure storage setup

A remaining balance will be due at the time the correspondence are released for delivery. This final payment is made by the funeral home or estate at the time of execution.

## Important Notes

- This service is not insurance, not escrow, and not a legal document
- Everletter provides a prepaid communication service with conditional execution
- This page serves as your proof of enrollment

Please keep this document with your personal records.

## Everletter Contact

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

# Letter Submission Form

FILL OUT AND SEND TO EVERLETTER WITH CORRESPONDENCE

Everletter Reference ID: \_\_\_\_\_

## Section 1: Customer Identification

Full Legal Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Section 2: Letter Inventory

Please list the sealed correspondence you are submitting. Attach an additional sheet with more information if more than three envelopes will be sent.

Envelope Label / Recipient Name	Delivery Address	Month/Year of Delivery

By signing below, I authorize Everletter to:

- Receive my sealed envelopes
- Verify my identity and enrollment
- Catalog and securely store the envelopes

I acknowledge and confirm that:

- Everletter does not provide postage or mailing materials
- Letters will not be released without death confirmation and receipt of final payment
- All envelopes submitted are fully sealed
- Each envelope bears sufficient U.S. Forever postage for delivery
- I have not included legal documents, passwords, financial instruments, threats, harassment, or any suicide note or content intended to cause harm

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sending Instructions: Write the name of your intended recipient on the front of the envelope and the intended month/year of delivery on the back right corner.

Send to the address on our website: [ [MyEverletter.com](http://MyEverletter.com) ]

# Pre-Plan Letter Release Instructions

ATTACH TO PRE-PLANNING DOCUMENTS AT YOUR FUNERAL HOME

## ***For Funeral Director at Time of Need***

IMPORTANT: DO NOT DISPOSE OF

### PLEASE NOTE:

The below-named client has deposited sealed personal correspondence with Everletter™ to be delivered to designated recipients after their death, in accordance with instructions provided by the client. Please keep this page with the client's pre-need or pre-planning documents so it is available to the funeral director responsible at the time of need. Stapling is ideal.

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

Everletter Reference ID: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_

Final Execution Payment Due: \$ \_\_\_\_\_ (Adjust for inflation to the current calendar year.)

### STEP 1 — Notify Everletter of the Client's Passing

At the time of death, please contact Everletter to initiate the release process.

Online: [MyEverLetter.com/notify](https://MyEverLetter.com/notify)

Email: [care@myeverletter.com](mailto:care@myeverletter.com)

Phone: \_\_\_\_\_

Please provide the following information:

- Client's full legal name
- Everletter reference ID / order number
- Date of death
- Name of funeral home handling services
- Your name and contact information

### STEP 2 — Submit Final Execution Payment

**Send a check for the inflation-adjusted amount to our current address, or follow the direct payment instructions, listed at [MyEverLetter.com/notify](https://MyEverLetter.com/notify).** Everletter collects an initial enrollment fee at the time correspondence are stored and a final payment at the time of release. See amount due at the top of this document. Payments may be remitted from funeral expenses, the estate, or a funeral trust.

Once you have notified Everletter and paid (via check or direct deposit), your responsibilities are complete. You do not have to do anything else.