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**5/62            Client using letterhead**

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The inquiry is whether a lawyer may allow a lay collection agency to use his letterhead to send out demand letters on delinquent accounts. And an allied problem was whether a lawyer may deliver a collection letter duplicated on his letterhead to a client to be sent out from the client's office at the client's discretion. The answer is that both activities are improper. A lawyer may not delegate his professional functions to lay parties. As a member of a profession which operates within the scope of a strict code of ethics he is accountable for his conduct. As stated in ABA Opinion 68, the writing of a collection letter over a lawyer's signature is an exercise of such professional function. Public policy requires that whatever correspondence that comes from a lawyer in his official capacity must be passed on and approved by him. By delegating his duties, he in a sense would be permitting a non-attorney to exercise a function permitted only to a licensed member of the profession.