

Date: [Insert Date]

Client Name: [Insert Full Client Name]

Address: [Insert Client Street Address]

City, State, Zip: [Insert City, State, Zip Code]

RE: CONFIRMATION OF REPRESENTATION AND IDENTIFICATION OF MATTER

Dear [Insert Client Name],

The purpose of this letter is to formally confirm that [Law Firm Name] has been retained to represent you. To ensure our records are accurate, we have identified the following information regarding your legal matter:

1. Client Identification

Full Legal Name: [Insert Name]

Entity Type (if applicable): [e.g., Individual, Corporation, LLC]

Primary Contact Person: [Insert Name]

2. Legal Matter Identification

Matter Name: [Insert Matter Name/Title]

File/Reference Number: [Insert Internal File Number]

Adverse Parties (if any): [Insert Names of Opposing Parties]

3. Scope of Services

The firm will provide legal services specifically related to: [Insert brief description of the specific legal issue or task].

Please review the information above. If any of these details are incorrect or if the scope of the matter changes, please notify us immediately.

We look forward to working with you.

Sincerely,

[Attorney Signature]

[Typed Attorney Name]

[Law Firm Name]