

URGENT: NOTICE OF REPRESENTATION

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Representation regarding [Client Name]

To [Name of Recipient],

Please be advised that this office has been retained to represent [Client Name] in connection with ongoing matters of personal harassment and/or intimidation involving [Name of Harasser/Department].

Effective immediately, you are instructed to direct all future communications regarding this matter to my office. You are not to contact [Client Name] directly, whether by telephone, email, mail, or in person. Any further direct contact will be viewed as a continuation of the harassment and may be used as evidence in legal proceedings.

We are currently investigating the following incidents: [Briefly list dates or nature of incidents if necessary].

Furthermore, you are hereby notified to preserve all evidence related to this matter. This includes, but is not limited to, emails, text messages, voicemails, security footage, and internal notes or logs. Failure to preserve this evidence may result in legal sanctions for spoliation.

We request that you confirm receipt of this letter in writing by [Date]. If you are represented by counsel, please have your attorney contact my office directly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Firm Name]