

**Date:** [Insert Date]

**To:**

[Recipient Name or Department]

[Organization Name]

[Address]

[City, State, Zip Code]

**RE: Declaration of Legal Representation**

To Whom It May Concern,

I, **[Client Full Name]**, residing at [Client Address], hereby formally declare that I am represented by legal counsel in relation to [Describe Matter/Case Number].

My legal representative is:

**Attorney Name:** [Attorney Name]

**Law Firm:** [Law Firm Name]

**Address:** [Firm Address]

**Phone Number:** [Phone Number]

**Email:** [Email Address]

I hereby authorize my attorney and their staff to act on my behalf, to receive confidential information, and to handle all communications regarding this matter.

Please direct all future correspondence, inquiries, and legal documents pertaining to this matter exclusively to my legal counsel at the address provided above. Do not contact me directly regarding this matter unless my attorney provides written consent to do so.

Thank you for your immediate attention to this notification.

Sincerely,

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**[Client Signature]**

**[Client Printed Name]**