

[Attorney/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Recipient Name or Company]

[Recipient Department]

[Recipient Address Line 1]

[Recipient Address Line 2]

**RE: Notice of Legal Representation - [Client Name]**

To Whom It May Concern,

Please be advised that this office has been retained to represent [Client Name] in connection with [Case Number/Subject Matter/Description of Dispute].

Effective immediately, all future communication, inquiries, and documentation regarding this matter should be directed to my attention at the address and contact information provided above. Please refrain from contacting my client directly regarding this matter.

If you are currently represented by legal counsel, please forward this letter to your attorney and provide our office with their contact information.

Thank you for your cooperation in this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]