

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

[Date]

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

RE: Notice of Legal Representation and Directive to Route Correspondence

To Whom It May Concern,

Please be advised that this office represents [Client Name] regarding [Description of Matter/Case Number].

Effective immediately, you are hereby directed to cease all direct contact and communication with our client. This includes, but is not limited to, telephone calls, emails, written correspondence, and in-person visits.

Pursuant to this formal notice, all future correspondence, documents, and inquiries related to this matter must be directed solely to this office at the address provided above.

Thank you for your prompt attention to this directive.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]