

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

[Date]

[Dog Owner Name]
[Dog Owner Address]
[City, State, Zip Code]

RE: NOTICE OF REPRESENTATION

Claimant: [Injured Person Name]
Date of Incident: [Date of Bite]
Location of Incident: [Address/Location where bite occurred]

Dear [Dog Owner Name],

Please be advised that this office represents [Injured Person Name] regarding the personal injuries and damages sustained as a result of a dog bite/attack involving your dog on the date and location referenced above.

We are currently conducting an investigation into the circumstances of this incident. If you have homeowner's insurance or any other applicable liability insurance coverage, please provide this letter to your insurance carrier immediately. They should contact our office directly to discuss this claim.

We kindly request that you or your insurance representative provide us with the following information within [Number, e.g., 15] days:

- The name of your insurance company and policy number.
- Verification of the dog's vaccination records, specifically regarding Rabies.
- Any witness information or statements regarding the incident.

Please refrain from contacting our client directly. All future communications regarding this matter should be directed to our office.

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]