

[Attorney Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Billing Department]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Legal Representation and Billing Inquiry

Client Name: [Client Full Name]

Account/Reference Number: [Account Number]

To Whom It May Concern,

Please be advised that this office represents [Client Full Name] regarding the above-referenced account and all related legal matters. Effective immediately, please direct all future correspondence and communication regarding this matter to my office.

On behalf of our client, we are formally requesting a comprehensive billing statement and an itemized history of this account. Please provide the following information within [Number] days:

- A detailed breakdown of all charges, fees, and interest applied;
- A record of all payments received to date;
- Copies of any contracts or agreements related to this balance;
- A current statement of the total outstanding balance.

Please refrain from contacting our client directly via telephone, mail, or any other medium, as all communication must now go through legal counsel.

Thank you for your prompt attention to this request. We look forward to receiving the requested documentation.

Sincerely,

[Signature]
[Printed Name]
[Law Firm Name]