

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

[Date]

[Investigating Officer/Prosecutor Name]
[Agency/Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation of [Witness Name]

Case/Investigation Number: [Case Number]

To [Officer/Prosecutor Name],

Please be advised that my firm has been retained to represent **[Witness Name]** in connection with the above-referenced criminal investigation.

Effective immediately, all future communications, inquiries, or requests for interviews regarding my client must be directed solely to my office. My client will not participate in any interviews, provide statements, or respond to questioning without my presence and prior consultation.

If you wish to schedule a meeting or request information from my client, please contact me directly at [Phone Number] or [Email Address] to discuss the terms and conditions of such cooperation.

This letter serves as a formal assertion of my client's rights under the law, including the right to counsel and any applicable constitutional protections.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Bar Number]