

[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

Drug Enforcement Administration
[Field Division/Office Address]
Attn: [Agent Name or Diversion Investigator Name, if known]

RE: Letter of Representation

Dear [Agent Name/Officer]:

Please be advised that this office represents [Client Name/Company Name] regarding [DEA Registration Number, if applicable] and all matters currently under investigation or review by the Drug Enforcement Administration.

Effective immediately, please direct all future correspondence, inquiries, and requests for documentation or interviews to my attention at the address listed above. My client has been instructed not to discuss this matter or provide any statements without legal counsel present.

We intend to cooperate with your office to ensure a professional resolution to this matter. Please provide us with a formal request for any information or records you are seeking so that we may review and respond accordingly.

If there are any subpoenas or administrative summons already issued, please forward copies to our office immediately.

Thank you for your cooperation in this matter.

Sincerely,

[Attorney Signature]
[Attorney Printed Name]