

[Date]

[Recipient Name/Case Officer]
[Law Enforcement Agency/District Attorney's Office]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Voluntary Surrender of [Defendant Name]
Case/Warrant Number: [Number, if known]

To [Name of Contact Person or Agency]:

Please be advised that my office has been retained to represent **[Defendant Full Name]** regarding the above-referenced matter. This letter serves as formal notice of my representation.

My client is aware of the outstanding warrant for his/her arrest and intends to surrender voluntarily to your custody. We are requesting a coordinated "safe surrender" to ensure the safety of all parties involved and to streamline the booking process.

We propose the following surrender details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Specific Precinct, Court, or Agency Office]

I will be accompanying my client at the time of surrender. My client hereby invokes his/her right to remain silent and his/her right to counsel under the Fifth and Sixth Amendments. No questioning or interrogation should take place without my presence.

Please confirm via telephone at [Your Phone Number] or email at [Your Email Address] if these arrangements are acceptable or if we need to adjust the timing.

Sincerely,

[Your Signature]

[Your Printed Name]
[Law Firm Name]
[Bar Number]