

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Office of the Attorney General

[Name of Specific Department, if applicable]

[Address]

[City, State, Zip Code]

RE: Letter of Representation

Matter: [Case Name or Brief Description]

File/Reference Number: [Reference Number, if known]

To the Office of the Attorney General:

Please be advised that this office represents [Client's Full Name] regarding the above-referenced matter.

Effective immediately, all future communications, correspondence, and legal documents related to this case should be directed to my attention at the address listed above. Please refrain from contacting my client directly regarding this matter.

Attached to this letter is a signed [Authorization/Power of Attorney] form executed by my client, granting me the authority to act on their behalf in these proceedings.

We request that you provide us with copies of all documents, evidence, or notices currently on file related to this matter. If there are specific procedures or forms required by your office for formal entry of appearance, please notify us as soon as possible.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Bar Number]