

[Your Law Firm Name/Organization Name]
[Street Address]
[City, State, Zip Code]
[Date]

U.S. Securities and Exchange Commission
Division of Enforcement
[Regional Office Address, if applicable]
100 F Street, NE
Washington, DC 20549

Re: Notice of Appearance and Representation

Matter Name: [Name of Investigation/Matter]

Matter No: [SEC Investigation Number, e.g., NY-12345]

To the Staff of the Securities and Exchange Commission:

Please be advised that [Law Firm Name] represents [Client Name] (the "Client") in connection with the above-referenced matter.

We request that all future correspondence, subpoenas, requests for information, or other communications intended for the Client be directed to the undersigned at the address provided above, or via email at [Attorney Email Address].

If this matter involves a request for testimony or the production of documents, please coordinate all scheduling and logistical arrangements through our office. This notice of representation shall remain in effect unless and until we provide written notice otherwise.

Please acknowledge receipt of this letter by filing it in the investigative record for this matter.

Sincerely,

[Signature]

[Attorney Name]
[Title]
[Phone Number]
[Email Address]

cc: [Client Name]