

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Prosecutor's Name or Victim Witness Coordinator]

[Office of the District Attorney/Prosecuting Attorney]

[Address]

[City, State, Zip Code]

RE: Notice of Representation and Request for Restitution

Case Name: State vs. [Defendant Name]

Case Number: [Court Case Number]

Victim Name: [Client Name]

Dear [Mr./Ms. Name],

Please be advised that this office represents [Client Name], the victim in the above-referenced criminal matter. We are providing this formal notice of representation regarding all proceedings, specifically concerning the victim's right to restitution.

Pursuant to [State/Federal Statute], [Client Name] is entitled to full restitution for economic losses incurred as a direct result of the defendant's conduct. On behalf of our client, we are formally requesting that the following amounts be included in any plea agreement, sentencing recommendation, or restitution order:

- **Medical/Therapeutic Expenses:** \$[Amount]
- **Property Damage/Loss:** \$[Amount]
- **Lost Wages:** \$[Amount]
- **Other Out-of-Pocket Expenses:** \$[Amount]
- **Total Restitution Requested:** \$[Total Amount]

Attached please find supporting documentation, including receipts, invoices, and medical records, detailing these losses. We request that your office present this information to the Court during the sentencing phase or at the designated restitution hearing.

Please keep our office informed of all future court dates, plea negotiations, and sentencing hearings. We also request to be notified if the defendant contests any portion of this restitution claim so that we may prepare our client for testimony or provide further evidence.

Thank you for your assistance in ensuring that the victim's rights are protected.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Client Name]