

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Sheriff [Sheriff's Name]
[County Name] County Sheriff's Department
[Department Address]
[City, State, Zip Code]

RE: Letter of Representation

Client: [Client Name]
Case/Booking Number: [Number, if known]
Date of Incident: [Date]

To the [County Name] County Sheriff's Department,

Please be advised that this office has been retained to represent [Client Name] in connection with [briefly describe the matter, e.g., an ongoing investigation, recent arrest, or specific incident].

Effective immediately, all future communication regarding this matter should be directed to my attention at the address or phone number listed above. Please refrain from any direct contact, questioning, or interviews with my client without my express consent and presence.

We hereby request copies of all relevant documents, including but not limited to police reports, witness statements, and any available video or audio recordings related to this case.

Thank you for your cooperation in this matter.

Sincerely,

[Signature]
[Printed Name]
[Bar Number]