

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

[Date]

[Name of Investigating Agent/Officer]
[Agency Name - e.g., FBI, DEA, IRS-CI]
[Address]
[City, State, Zip Code]

RE: Letter of Representation and Notice of Claim

Client: [Client Name]

Matter/Case Number: [Reference Number]

Asset(s) Involved: [Description of Seized Property/Funds]

To Whom It May Concern:

Please be advised that this office represents [Client Name] regarding the above-referenced investigation and the seizure of assets that occurred on or about [Date of Seizure] at [Location of Seizure].

I am formally notifying your agency that all future communications, inquiries, or legal documents regarding this matter or my client should be directed exclusively to my office. My client should not be contacted directly by any agents or representatives of your department.

My client asserts a lawful ownership interest in the seized assets and intends to contest any administrative, civil, or criminal forfeiture proceedings. We hereby request a complete copy of the inventory of items seized, the seizure warrant (if applicable), and any notices of intent to forfeit issued to date.

Furthermore, we request that all evidence, including digital data, physical logs, and surveillance related to this seizure, be preserved pending the resolution of this matter.

Please acknowledge receipt of this letter and direct all correspondence to the contact information provided above.

Sincerely,

[Attorney Signature]

[Printed Name of Attorney]