

[Date]

Equal Employment Opportunity Commission  
[Local Field Office Address]  
[City, State, Zip Code]

**RE: Notice of Representation**

**Charging Party:** [Client Name]

**Respondent:** [Employer Name]

**EEOC Charge Number:** [Charge Number, if assigned]

To the Assigned Investigator:

Please be advised that this office represents [Client Name] in connection with the above-referenced matter. A signed Authorization for Representation is enclosed with this letter.

We request that all future correspondence, notices, and pleadings related to this charge be directed to the undersigned at the address provided below. Please include my contact information in your file as the primary point of contact for the Charging Party.

If a Request for Information (RFI) or a Mediation invitation has been issued, please forward copies of those documents to our office immediately. We look forward to cooperating with your office during the investigation of this claim.

Thank you for your attention to this matter.

Sincerely,

[Your Name/Attorney Name]  
[Law Firm Name]  
[Address]  
[Phone Number]  
[Email Address]

Enclosure: Signed Authorization of Representation