

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Appearance and Letter of Representation

To [Recipient Name/Claims Adjuster]:

Please be advised that this office has been retained to represent [Client Name] regarding [Description of Matter/Claim Number/Date of Incident].

This letter serves as formal notice of our appearance as counsel in this matter. We request that all future communications, correspondence, and documentation regarding this case be directed exclusively to the undersigned at the address provided above.

Please do not contact our client directly concerning this matter. If you have already initiated any communication with our client, please forward copies of those materials to our office immediately.

Additionally, we request a complete copy of [specific documents requested, e.g., the insurance policy, investigative reports, or relevant files] within [Number] days of receipt of this notice.

Thank you for your prompt attention to this matter. We look forward to working with you toward a resolution.

Sincerely,

[Signature]

[Attorney Name]
[Law Firm Name]