

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

[Date]

[Name of Board Official/Executive Director]
[State Board of Nursing Name]
[Address]
[City, State, Zip Code]

RE: Letter of Representation

Licensee: [Full Name of Nurse]

License Number: [License Number]

Case/Matter Number: [Case Number]

To the State Board of Nursing:

Please be advised that this office has been retained to represent [Nurse's Name] regarding the pending disciplinary matter and/or hearing referenced above.

We hereby request that all future correspondence, notices, pleadings, and evidence related to this matter be directed to my attention at the address listed above. If any hearings or conferences have already been scheduled, please provide our office with the dates, times, and locations immediately.

Furthermore, we formally request a complete copy of the investigative file, including but not limited to the original complaint, witness statements, medical records, and any other evidence the Board intends to rely upon during these proceedings.

Please acknowledge receipt of this letter and enter my appearance as counsel of record for [Nurse's Name].

Sincerely,

[Signature]
[Printed Name of Attorney]
[Bar Number]

cc: [Nurse's Name]