

[Date]

[Name of Real Estate Commission/Licensing Board]

[Department of Professional Regulation]

[Mailing Address]

[City, State, Zip Code]

RE: Notice of Appearance and Letter of Representation

Respondent: [Broker Full Name]

License Number: [License Number]

Case/File Number: [Case Number]

Matter: Appeal of Real Estate Broker License Suspension

To the Honorable Commission Members and Legal Counsel:

Please be advised that [Law Firm Name] has been retained to represent [Broker Full Name] in connection with the above-referenced matter regarding the suspension of their Real Estate Broker License.

By way of this letter, we formally enter our appearance as legal counsel for the Respondent. All future correspondence, notices, and legal documents related to this appeal or any administrative hearings should be directed to the undersigned at the address provided below.

The Respondent intends to contest the suspension issued on [Date of Suspension Notice] and hereby requests a formal hearing to present evidence, witnesses, and legal arguments in support of the reinstatement of their license. We further request a complete copy of the administrative record and any evidence the Commission intends to introduce.

Should you have any questions or require further documentation regarding this authorization, please contact my office directly.

Respectfully submitted,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]

[Bar Identification Number]

cc: [Broker Full Name]