

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bar Association Name]

[Office of General Counsel/Grievance Committee]

[Address]

[City, State, Zip Code]

Re: In the Matter of [Respondent Attorney Name]

Grievance File No.: [File Number]

Complainant: [Complainant Name]

Dear [Name of Bar Counsel/Grievance Committee Secretary]:

Please be advised that the undersigned and the firm of [Firm Name] have been retained to represent [Respondent Attorney Name] in connection with the above-referenced grievance matter.

This letter serves as our formal Notice of Appearance as counsel of record for the Respondent. Please direct all future correspondence, pleadings, and notices related to this matter to my attention at the address listed above.

We are currently in the process of reviewing the complaint and the underlying documentation. [Optional: We respectfully request an extension of time until (Date) to submit a formal response to the grievance.]

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Bar Number]