

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

[Date]

[Name of Board Executive Director/Representative]  
[State] Board of Psychology  
[Address]  
[City, State, Zip Code]

**RE: Letter of Representation**

**Respondent:** [Client Name]

**License Number:** [License Number]

**Case Number:** [Case/OAH Docket Number]

To the Board of Psychology:

Please be advised that this office represents [Client Name] in the above-referenced administrative matter regarding their psychology license. This letter serves as formal notice of our representation.

Effective immediately, please direct all future correspondence, legal filings, and notices regarding this case to my attention at the address listed above. I request that no further direct contact be made with my client regarding this matter.

In addition, I hereby request a copy of the complete investigative file and any discovery materials associated with this case, as permitted by [Cite Relevant State Statute or Administrative Code].

If a hearing date has already been scheduled, please confirm the date and time with my office. If it has not yet been scheduled, I look forward to coordinating a mutually agreeable date for the administrative law hearing.

Thank you for your attention to this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]  
[Bar Number]