

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of State Social Work Board]

[Attention: Character and Fitness Committee]

[Address]

[City, State, Zip Code]

**RE: Notice of Representation**

**Applicant Name:** [Applicant Full Name]

**Application ID/License Number:** [Number]

**Matter:** Character and Fitness Evaluation

To the Members of the Board:

Please be advised that [Law Firm Name] has been retained to represent [Applicant Name] regarding the pending Character and Fitness evaluation for social work licensure.

We kindly request that all future correspondence, notices, and documentation related to this matter be directed to our office at the address listed above. We are currently in the process of reviewing the file and gathering additional documentation to support our client's application.

If there are specific forms or additional authorizations required for our firm to receive confidential information regarding this file, please provide them at your earliest convenience.

We look forward to working with the Board to resolve this matter efficiently.

Sincerely,

[Your Signature]

[Your Typed Name]

[Title/Bar Number]

CC: [Applicant Name]