

**[Attorney Name/Law Firm]**

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

**VIA EMAIL/CERTIFIED MAIL**

[Name of Enforcement Analyst or Deputy Attorney General]

[Veterinary Medical Board Name]

[Board Address]

[City, State, Zip Code]

**RE: Letter of Representation and Settlement Negotiation Request**

**Respondent:** [Veterinarian Name]

**License Number:** [License Number]

**Case Number:** [Case/Accusation Number]

Dear [Name of Official],

Please be advised that this office represents [Veterinarian Name] regarding the above-referenced matter. Please direct all future correspondence, legal filings, and communications regarding this case to my attention at the address provided above.

My client is in receipt of the [Accusation/Statement of Issues] dated [Date]. We have begun our internal review of the allegations. At this time, we wish to formally express our interest in exploring a negotiated settlement or stipulated agreement to resolve this matter without the necessity of a formal administrative hearing.

To facilitate productive negotiations, I kindly request the following:

- A complete copy of the investigative file and all discovery materials related to this case.
- A copy of the Board's standard settlement guidelines or initial settlement proposal, if available.
- A stay of any pending hearing deadlines to allow for the exchange of information.

We are prepared to provide mitigating evidence and information regarding my client's professional history and remedial measures taken. Please contact me at [Phone Number] to schedule a preliminary meet-and-confer call to discuss a potential resolution.

Thank you for your professional courtesy and cooperation in this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

cc: [Client Name]