

[Date]

To: [Name of Agency/Organization, e.g., USPTO, Immigration Office, or Court]

[Department Name]

[Address]

[City, State, Zip Code]

RE: Letter of Representation and Change of Correspondent

Matter Name: [Case or Client Name]

Reference/Application Number: [Number]

To Whom It May Concern:

Please be advised that this office has been retained to represent [Client Name] in connection with the above-referenced matter.

Effective immediately, please update your records to reflect a change of correspondent and/or attorney. All future notices, correspondence, and legal documents should be directed to the following:

Attorney Name: [Name]

Law Firm: [Firm Name]

Address: [Street Address, City, State, Zip]

Phone Number: [Phone Number]

Email Address: [Email Address]

This appointment revokes all previous powers of attorney or correspondence designations previously filed in this matter.

Attached please find the required [Form Name, e.g., G-28, G-3, or Power of Attorney form] signed by the client.

Thank you for your attention to this change.

Sincerely,

[Signature]

[Typed Name]

[Title]