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

[Date]

Custodian of Records
[Corporate Entity Name]
[Address]
[City, State, Zip Code]

**RE: Notice of Representation and Request for Records**
**Matter:** [Client Name vs. Corporate Entity]
**Claim/Reference Number:** [Reference Number if applicable]

To the Custodian of Records:

Please be advised that this office represents [Client Name] in connection with [briefly state nature of matter, e.g., an insurance claim, litigation, or audit] involving [Corporate Entity Name].

All future contact regarding this matter should be directed to our office. Do not contact our client directly.

Pursuant to [applicable law or regulation], we hereby request a complete copy of the following records pertaining to [Client Name/Specific Subject]:

- [Description of record 1]
- [Description of record 2]
- [Date range for requested records]

Attached to this letter is a signed authorization from our client permitting the release of these records to our office.

If there is a fee for the production of these documents, please notify us immediately. If these records are maintained in an electronic format, we request that they be provided via [email/secure portal/digital media].

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]

Enclosure: [Signed Authorization]