

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

[Date]

[Name of Financial Institution]  
[Legal Department/Compliance Department]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Representation and Formal Demand Regarding Ex Parte Asset Freeze**

**Client:** [Name of Account Holder]  
**Account Number(s):** [List Account Numbers or "All Accounts"]  
**Case Reference:** [Case Name and Docket Number]

To Whom It May Concern,

Please be advised that this firm represents [Client Name] ("our Client") in connection with the ex parte restraining order and asset freeze served upon your institution on [Date].

We hereby provide formal notice of our representation. All future communications regarding these accounts, the underlying litigation, or the status of the freeze should be directed exclusively to our office.

Pursuant to the terms of the Court Order and applicable banking regulations, we request that you immediately provide the following information:

- Confirmation of the exact amount currently restrained in each account;
- A copy of the specific legal process or writ served upon your institution;
- Identification of the specific accounts impacted (Checking, Savings, Investment, etc.);
- Notice of any set-offs or administrative fees applied to the accounts as a result of this freeze.

Furthermore, we formally demand that [Financial Institution Name] ensures that only the funds specifically identified in the Court Order are restrained. Any restraint on funds in excess of the amount authorized by the Court, or on exempt funds (such as Social Security or protected pension payments), may result in legal action to recover damages.

Please acknowledge receipt of this letter and provide the requested documentation via email at [Email Address] or by fax at [Fax Number] within [Number] business days.

Sincerely,

[Signature]

[Your Printed Name]

[Title/Partner]

[Law Firm Name]