

Date: [Insert Date]

To:

[Recipient Name/Department]
[Company/Organization Name]
[Street Address]
[City, State, Zip Code]

RE: Notice of Legal Representation and Discrepancy Inquiry
Case/Account Reference: [Insert Reference Number]

Dear [Name of Contact Person or Claims Department],

Please be advised that this office represents [Client Name] regarding the above-referenced matter. We are writing to formally address discrepancies identified in [describe document, e.g., the settlement offer, invoice, or case report] dated [Insert Date].

Specifically, the following discrepancies require immediate clarification:

- [Description of first discrepancy]
- [Description of second discrepancy]

From this point forward, please direct all future correspondence, documents, and inquiries regarding this matter to our firm using the contact information provided below:

Law Firm Name: [Insert Law Firm Name]
Attending Attorney: [Insert Attorney Name]
Mailing Address: [Insert Full Address]
Phone Number: [Insert Phone Number]
Email Address: [Insert Email Address]

We request that you acknowledge receipt of this notice and provide a written response regarding the aforementioned discrepancies by [Insert Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Signature]
[Attorney Printed Name]
[Law Firm Name]