

[Attorney Name/Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name/Opposing Party Name]  
[Recipient Title/Company]  
[Address Line 1]  
[Address Line 2]

**RE: Notice of Legal Representation**

**Client:** [Client Full Name]

**Matter:** [Case Number or Brief Description of Dispute]

To Whom It May Concern,

Please be advised that this office represents [Client Full Name] in connection with the above-referenced matter.

This letter serves as a formal declaration of our legal representation. Consequently, we request that you direct all future communications, correspondence, and documentation regarding this matter exclusively to our office. You are hereby instructed to cease all direct contact with our client regarding this issue.

If you are currently represented by legal counsel, please provide this notice to your attorney immediately and have them contact us directly.

We look forward to your cooperation in this matter.

Sincerely,

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