

**Date:** [Insert Date]

**TO:**

[Recipient Name or Name of Opposing Party]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Legal Representation**

**Matter:** [Insert Case Name, Reference Number, or Description]

Dear [Recipient Name],

Please be advised that this law firm, [Law Firm Name], has been retained to represent [Client Name] in connection with the above-referenced matter.

Effective immediately, all future communications, correspondence, and legal documents regarding this matter should be directed to our office rather than to our client. No member of your organization should contact our client directly regarding this issue.

Our contact information is as follows:

[Law Firm Name]

Attn: [Lead Attorney Name]

[Firm Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Please acknowledge receipt of this notice and ensure that your records are updated accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Title/Partner/Associate]

[Law Firm Name]