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

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation
Matter: [Client Name] v. [Opposing Party Name]
Case No.: [Court Case Number, if applicable]

Dear [Opposing Counsel Name],

Please be advised that this office has been retained to represent [Client Name] in connection with the above-referenced matter.

All future communications regarding this matter, whether written or verbal, should be directed exclusively to my attention at the address or email listed above. Please refrain from any direct contact with my client.

If there are any pending deadlines or scheduled proceedings that I should be aware of immediately, please provide that information at your earliest convenience. We look forward to working with you toward a resolution of this matter.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]