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

[Date]

The Honorable [Judge's Full Name]
Presiding Judge
[Name of Court]
[Court Address]
[City, State, Zip Code]

RE: [Case Name/Caption]
Case Number: [Case Number]

Dear Judge [Judge's Last Name],

Please be advised that the undersigned and the law firm of [Law Firm Name] have been retained to represent [Client Name], the [Plaintiff/Defendant/Petitioner/Respondent], in the above-referenced matter.

I am hereby formally entering my appearance as counsel of record for [Client Name]. From this date forward, please direct all notices, pleadings, orders, and correspondence related to this case to my attention at the address listed above.

By copy of this letter, all counsel of record and unrepresented parties are being notified of this representation.

Respectfully submitted,

[Signature]
[Printed Name]

cc: [Opposing Counsel Name/Self-Represented Party]
[Clerk of Court]