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

[Date]

[Defendant Name]
[Defendant Street Address]
[City, State, Zip Code]

Re: Notice of Representation

Dear [Defendant Name],

Please be advised that this law firm has been retained to represent [Plaintiff Name] regarding the incident that occurred on [Date of Incident] at [Location of Incident].

We are currently investigating the facts surrounding this matter. From this point forward, you are directed to direct all further communications regarding this claim to our office. Do not attempt to contact our client directly.

We also demand that you take immediate steps to preserve all evidence related to this matter, including but not limited to electronic records, photographs, video footage, correspondence, and any physical items involved in the incident.

If you are represented by legal counsel or have an insurance carrier, please forward this letter to them immediately and have them contact our office.

We look forward to hearing from you or your representative.

Sincerely,

[Your Name]
[Your Title/Law Firm Name]