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

[Date]

[Name of Agency Contact, if known]
[Name of Government Agency]
[Department/Division]
[Agency Address Line 1]
[Agency Address Line 2]

RE: Notice of Representation

Client Name: [Full Name of Client]
Case/Reference Number: [Insert Number]
Subject Matter: [Brief Description of Matter]

To Whom It May Concern:

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

Effective immediately, all future correspondence, notices, and inquiries regarding this matter should be directed to my attention at the address listed above. Please provide copies of all previous documentation sent to my client that may be relevant to this proceeding.

Attached to this letter, please find a signed [Form Name, e.g., Power of Attorney or Authorization for Release of Information] authorizing this representation and the exchange of confidential information.

Please acknowledge receipt of this notice by [signing and returning a copy / sending a confirmation email].

Thank you for your cooperation.

Sincerely,

[Signature]
[Printed Name]
[Title/Bar Number]

Enclosure: [List attached authorization documents]