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

[Date]

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

Re: Notice of Representation and Request for Client File
Client Name: [Client Name]
Matter Name/Case Number: [Matter/Case Number]

Dear [Former Counsel Name],

Please be advised that [Your Name/Law Firm Name] has been retained to represent [Client Name] in connection with the above-referenced matter, effective immediately.

Attached to this letter is a signed Authorization for Release of Information and File, executed by [Client Name], which authorizes you to transfer the complete client file to our office.

Pursuant to this authorization, we request that you provide a complete copy of the client's file, including but not limited to:

- All pleadings, motions, and court orders;
- All discovery materials (sent and received);
- Correspondence and internal memoranda;
- Expert reports and witness statements;
- All relevant documents provided by the client.

Please deliver the file in [Physical/Digital] format to our office by [Date]. If there are any outstanding costs for duplication, please provide an itemized invoice immediately so that we may arrange for payment.

Furthermore, please provide us with a status update regarding any upcoming deadlines, hearings, or statutes of limitation that require immediate attention.

Thank you for your professional courtesy and cooperation in this transition.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [Client Name]