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

[Date]

[Prosecuting Attorney Name]
[Office of the Prosecuting Attorney]
[Address]
[City, State, Zip Code]

RE: Notice of Representation

Defendant: [Client Full Name]
Case Number: [Case/Citation Number]
Charges: [List Charges]

Dear [Prosecutor Name/Prosecuting Attorney],

Please be advised that I have been retained to represent [Client Full Name] in connection with the above-referenced matter. Please direct all future communications, correspondence, and legal filings regarding this case to my office.

Pursuant to the rules of criminal procedure and discovery, I hereby request a complete copy of the state's discovery file, including but not limited to: police reports, witness statements, laboratory results, audio/video recordings, and any exculpatory evidence (Brady material) in your possession.

I have enclosed an Entry of Appearance which has been filed with the court. Please notify me of any upcoming hearings or deadlines scheduled in this case.

Thank you for your attention to this matter.

Sincerely,

[Signature]
[Attorney Name]
[Bar Number]