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

[Date]

[Creditor Name]
[Creditor Address]
[City, State, Zip Code]

RE: Notice of Representation
Account Number: [Your Account Number]

To Whom It May Concern,

Please be advised that I am represented by legal counsel regarding the above-referenced account and all other debts I may owe to your institution.

My attorney's contact information is as follows:

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

Pursuant to the Fair Debt Collection Practices Act (FDCPA) and other applicable laws, you are hereby instructed to cease all direct communication with me regarding this debt. All future correspondence, phone calls, or legal notices must be directed solely to my attorney at the address provided above.

Please confirm in writing that you have updated your records to reflect this representation.

Sincerely,

[Your Signature]

[Your Printed Name]