

Formal Notice of Legal Representation

Date:

To:

Address:

Dear Sir/Madam,

This letter serves as formal notice that our law firm, , is representing in all legal matters pertaining to .

Kindly direct all future correspondence, inquiries, and documents related to this case to our attention at the address below:

Attorney Name:

Law Firm:

Address:

Phone:

Email:

Please refrain from contacting our client directly regarding this matter.

Sincerely,