

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Receiving Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Letter of Representation

Dear [Recipient Name],

I am writing to formally represent [Client's Name] in relation to [brief description of the case/issue]. This correspondence serves as the official notification of my role as their representative for all matters pertaining to this issue.

As the appointed representative, I request that all future communications, documents, and notifications regarding this matter be directed to my attention.

Please find attached the necessary documentation to validate my representation, including [list any attached documents, such as power of attorney or authorization letter].

Should you require any further information or have any questions, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization, if applicable]