

Letter of Legal Representation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I, [Your Name], of [Your Law Firm / Company Name], will be representing [Client's Name] in the upcoming contract negotiations regarding [briefly describe contract subject].

As the legal representative, I kindly ask that all communications regarding this matter be directed to my office. I can be reached at [Your Phone Number] or [Your Email Address].

We look forward to working together to reach a beneficial agreement for all parties involved.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm / Company Name]

[Your Address]

[City, State, Zip Code]