

# Letter of Acknowledgment of Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that I, [Your Name], am representing [Beneficiary's Name] in matters related to [specific issue or case]. I hereby acknowledge and accept this representation on behalf of the beneficiary.

Please find the signed authorization document attached for your reference.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title/Position if applicable]