Client Representation Acknowledgment

Date:
To: [Client's Name]
Address: [Client's Address]
City, State, Zip: [City, State, Zip]
Dear [Client's Name],
We hereby acknowledge your representation in the matter of [describe matter] as your legal counsel. This letter confirms that we are authorized to act on your behalf and represent your interests.
Please sign below to acknowledge your understanding and acceptance of this representation
Sincerely,
[Your Name]
[Your Title]
[Your Firm Name]
[Your Firm Address]
City, State, Zip: [City, State, Zip]
[Client's Name]
Date: