

Letter of Representation

Date: [Insert Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm my representation of [Client's Name] in the probate proceedings concerning the estate of [Decedent's Name], who passed away on [Date of Death].

As the appointed elder law attorney, I will be handling all matters related to this probate process, including but not limited to:

- Filing the necessary court documents
- Communicating with beneficiaries
- Managing estate assets and liabilities
- Ensuring compliance with state and federal laws

Please direct any correspondence or inquiries regarding this matter to my attention at the address below. I appreciate your cooperation and look forward to working with you to ensure a smooth probate process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]