

Letter of Representation

[Your Name]
[Your Law Firm's Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Department of Veterans Affairs]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Re: Letter of Representation for [Veteran's Full Name]
Claim Number: [Claim Number]

I am writing to formally inform you that I, [Your Name], am representing [Veteran's Full Name], a veteran of the [Branch of Service], concerning his/her application for veteran benefits. This representation includes all matters related to the claims process and any appeals that may arise.

Please direct all correspondence, notices, and any other communications regarding this matter to my attention at the address listed above. I look forward to cooperating with the Department of Veterans Affairs to ensure that my client receives the benefits to which he/she is entitled.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,
[Your Name]
[Your Title]
[Your Law Firm's Name]