

Notice of Legal Representation

Date: [Insert Date]

To: [Insert Embassy Name]

Address: [Insert Embassy Address]

City, State, ZIP Code

Subject: Legal Representation for Contract Disputes Abroad

Dear [Insert Embassy Official's Name],

We are writing to formally notify you that [Your Name/Your Company's Name] has retained legal counsel for the purpose of addressing and resolving ongoing contract disputes that have arisen while operating abroad in [Insert Country].

The appointed legal representative is [Lawyer's Name], [Law Firm's Name], with contact information as follows:

Email: [Lawyer's Email]

Phone: [Lawyer's Phone Number]

We kindly request your assistance and cooperation in facilitating communication between our legal representative and any relevant parties associated with this matter. Your support in this process is greatly appreciated.

Thank you for your attention to this important matter. Please feel free to reach out should you require any further information or documentation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

City, State, ZIP Code

Email: [Your Email]

Phone: [Your Phone Number]