

# Notification of Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company or Agency]

[Recipient's Address]

[City, State, Zip Code]

Re: Notification of Representation in Response to Subpoena

Dear [Recipient's Name],

I am writing to formally notify you that I am representing [Client's Name] in relation to the subpoena issued on [Date of Subpoena], which requires the production of documents and/or testimony.

Please direct any further correspondence regarding this matter to my attention. I look forward to resolving this matter efficiently.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Firm/Organization]