

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to formally confirm that [New Legal Representative's Name] has been appointed as our new legal representative for contract negotiations effective [Start Date]. [He/She/They] will be responsible for overseeing all legal matters related to our ongoing and future contracts.

Please direct all future correspondence and negotiations to [New Legal Representative's Name] at [his/her/their email address] or [his/her/their phone number].

We appreciate your cooperation in this matter and look forward to working with [New Legal Representative's Name]. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company]