

Notification of New Legal Representative Appointment

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Effective Date], [New Legal Representative's Name] has been appointed as our new legal representative.

[New Legal Representative's Name] will be assuming responsibilities for all legal matters and will be your primary contact moving forward. You can reach [him/her/them] at [New Legal Representative's Email] or [New Legal Representative's Phone Number].

We are confident that this change will enhance our collaboration and look forward to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]