

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Replacement of Legal Representative

I am writing to formally notify you that I have decided to replace my current legal representative, [Current Representative's Name], with [New Representative's Name], effective immediately.

[New Representative's Name] is authorized to act on my behalf in all legal matters. Please update your records accordingly.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]