

Letter of Legal Representation Shift

Date: [Insert Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

We are writing to formally notify you that [Previous Legal Representative's Name/Organization] will no longer represent you in legal matters effective [Effective Date]. Going forward, [New Legal Representative's Name/Organization] will assume legal representation on your behalf.

Your new legal representative can be reached at:

[New Representative's Contact Information]

Please ensure that all relevant documentation and communications are forwarded to [New Legal Representative's Name/Organization] at your earliest convenience. We appreciate your cooperation during this transition and are confident that [New Legal Representative's Name/Organization] will continue to provide you with excellent legal services.

Should you have any questions or concerns regarding this change, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]