

# Legal Representation Letter

**Date:** [Insert Date]

**To:** [Client's Name]

**Address:** [Client's Address]

Dear [Client's Name],

I am writing to formally confirm my representation of you in the matter of [describe the legal issue or case]. As your legal advocate, I will provide you with comprehensive legal services, including but not limited to:

- Legal advice and counsel
- Preparation of necessary legal documents
- Representation in negotiations and court proceedings

Please feel free to contact me at [your phone number] or [your email address] should you have any questions or require further information. I look forward to working with you and achieving the best possible outcome for your case.

Sincerely,

[Your Name]

[Your Law Firm's Name]

[Your Address]

[Your Phone Number]

[Your Email Address]