

[Your Name]

[Your Title]

[Your Firm/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Confirmation of Legal Representation

Dear [Client's Name],

We are pleased to confirm our legal representation on your behalf regarding the business dispute with [Opposing Party's Name]. Our team is committed to providing you with comprehensive legal support throughout this process.

This representation includes, but is not limited to, the following:

- Reviewing relevant documents and agreements
- Advising you on your legal rights and options
- Negotiating with the opposing party
- Representing you in any necessary legal proceedings

Please review and sign the enclosed engagement agreement to formalize our representation. We look forward to working with you and achieving a favorable resolution to your dispute.

Best regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Firm/Company Name]