

Legal Representation Notification

Date: [Insert Date]

[Creditor's Name]

[Creditor's Address]

[City, State, Zip Code]

Dear [Creditor's Name],

We are writing to formally notify you that I, [Your Name], am now representing [Client's Name] in regards to the matter of [Brief Description of Debt or Matter].

Please direct all future communications regarding this matter to my office. I am available to discuss potential negotiation options and to work towards a mutually agreeable resolution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Contact Information]