

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that [Faith-Based Organization Name] has engaged legal representation effective immediately. Our legal counsel, [Law Firm/Attorney Name], will represent our interests in all matters related to [briefly describe the matter, e.g., "the upcoming community event" or "our recent legal inquiries"].

Please direct all future correspondence, inquiries, and any required documentation to [Law Firm/Attorney Name] at the following address:

[Law Firm/Attorney Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Faith-Based Organization Name]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]