

Notification of Legal Representation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Notification of Legal Representation

Dear [Insurance Company Contact's Name],

We are writing to inform you that we have been retained as legal counsel to represent [Client's Name] in all matters related to their insurance policy and claims against [Insurance Company Name]. Our representation effective as of [Insert Effective Date].

Please direct all future correspondence and communications regarding this matter to our office. We kindly request that you do not contact our client directly.

Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Law Firm's Name]

[Your Position]