

# Letter of Legal Representation

Date: [Insert Date]

[Your Law Firm's Name]

[Your Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

## Re: Notice of Legal Representation for Breach of Contract

Dear [Client's Name],

This letter serves to formally inform you that I, [Your Name], of [Your Law Firm's Name], have been retained to represent you in relation to the breach of contract matter involving [describe the contract and the parties involved].

It has come to our attention that [describe the breach and relevant details]. We believe that your rights have been infringed upon as per the terms of the contract dated [insert date of the contract].

We are prepared to take the necessary legal actions to protect your interests. Please confirm your authorization for us to proceed with this matter at your earliest convenience. Furthermore, if you have any documents or additional information, kindly provide them to us by [insert date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]