

[DATE]

[INSERT NAME AND ADDRESS OF DEFENDANT DRIVER AND/OR OWNER]

Re: [INSERT CLIENT NAME]

[INSERT DATE OF CRASH]

LETTER OF REPRESENTATION

Dear [DEFENDANT DRIVER AND/OR OWNER]

We are writing to advise you that we have been retained by [INSERT CLIENT NAME], with regard to a motor vehicle accident that occurred on [INSERT DATE OF CRASH].

Please notify your insurance company immediately that you have received this "Letter of Representation" from our firm and ask your insurance company to contact us concerning this matter.

Thank you for your anticipated cooperation in this regard.

Very truly yours,

[Name of Law Firm]

By: _____

SAMPLE