

## LETTER OF REPRESENTATION

A letter of Representation is a legal letter that an attorney sends to the DIVISION informing them that he/she **represents the Client**.

The Division requires a **Letter of Representation** to contain the following:

- A letter written on the attorney's letterhead and signed by the attorney.
- Attorney's name and contact information (or the name of the law office/law firm representing)
- The name of the **Client** that the attorney is representing.
- NRED Case Number
- A statement that shows that permission or authorization has been granted to the attorney to represent the **Client**.
- **A statement that all correspondence and inquiries regarding the investigation be directed to the attorney.**

### [Template for a Letter of Representation](#)