

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Name of Legal Representative/Law Firm]

[Address of Legal Representative]

[City, State, Zip Code]

**RE: Acknowledgment of Legal Representation**

Dear [Name of Attorney],

We are writing to acknowledge receipt of your notice dated [Date of Notice] stating that you have been retained to represent [Name of Debtor] regarding the outstanding debt for account number [Account Number].

Please be advised that we have updated our records to reflect your representation. As required by law, we will cease all direct communication with [Name of Debtor] regarding this matter. All future correspondence, payment negotiations, and legal inquiries will be directed to your office.

For your records, the current status of the account is as follows:

- Total Balance Due: [Amount]
- Original Creditor: [Name of Original Creditor]
- Date of Last Payment: [Date]

Please provide any formal settlement offers or payment plan proposals in writing to the address listed at the top of this letter. If you have any questions, you may contact our office at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]