

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<address>

<address>

Re: _____

Dear <Name>:

Enclosed herewith please find the Motion for Substitute Counsel of Record and proposed Agreed Order Substituting Counsel of Record which I have signed.

I think it would be most convenient for _____ to sign on behalf of _____ at your office since she lives in _____.

Again, I appreciate your taking over the representations of this matter.

Sincerely,

BY:

/
Enclosures
pc: