

writer's direct e-mail:

[Date]

Via email:

Probation Officer
Fort Bend County Juvenile Probation

***Re: No. _____; In the Matter of [Name], a child, in the
[Court Designation] [County] County, TX, Sitting as a
Juvenile Court***

Dear Probation Officer:

Please be advised that I have been appointed to represent **[Name]** in the above-referenced matter. As you provide supervision or prepare this case for a potential disposition hearing I ask that you not discuss the facts of the alleged offense with Brandon nor conduct any assessments or evaluations without discussing with me first. Additionally, please advise me of any evaluations or assessments that have been conducted or completed for Rodney prior to my notice of representation.

As always please do not hesitate to contact me if you have any questions or require any additional information in this case.

Sincerely,

[Attorney of Record]
Attorney at Law
Attorney for Respondent