

[Date]

Sent via U.S. Mail

[Potential Client Name]

[Address]

[City, State, Zip Code]

Re: Declining Legal Representation To: [Potential Client Name]:

Dear [Client],

You were referred to our office by the [name of referral service]. This letter confirms we conducted a free consultation on [date].

Please be advised that that this firm will not represent your interests and will not serve as your attorney/legal counsel in your matter or potential matter as discussed on [date].

Please understand there are strict deadlines, sometimes referred to as due dates, response dates, limitations periods, and/or statutes of limitations, within which to make claims, file lawsuits, or otherwise appear in an action to pursue or defend cases. Once those deadlines pass, your ability to protect your claims or interests could be forever barred, and you could lose all of your legal rights. The exact dates as to when those deadlines expire vary from case to case. Therefore, we strongly advise you to seek the services of other counsel immediately.

It is usually best to have an attorney advise you about these deadlines and to prepare the necessary court papers for you, although in some types of cases there are federal and state administrative agencies which can also be of assistance. You may wish to contact the [local or state bar association referral service] at [phone number] to receive another referral concerning your matter.

Sincerely,

[Name of Attorney]

[Name of Law Firm]

Cc: File