

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Explicitly Excluded Legal Services - [Case Name/Matter Number]

Dear [Client Name],

This letter serves to formally document and confirm the specific legal services that are **not** included in our current representation agreement dated [Date of Original Agreement].

To avoid any misunderstanding regarding the scope of our work, please be advised that [Law Firm Name] will not provide legal advice, representation, or services for the following matters:

- **[Excluded Service 1: e.g., Tax Advice/Tax Consequences]**
- **[Excluded Service 2: e.g., Appellate Work/Appeals]**
- **[Excluded Service 3: e.g., Real Estate Closing/Title Searches]**
- **[Excluded Service 4: e.g., Patent or Trademark Filings]**
- **[Excluded Service 5: e.g., Criminal Defense matters related to this civil case]**

Our representation is strictly limited to [Describe current scope of work]. If you require assistance with any of the excluded items listed above, you will need to retain separate legal counsel or specialists in those fields.

Failure to address these excluded matters may have legal or financial consequences. We recommend you seek appropriate counsel for these items immediately if they are relevant to your needs.

Please acknowledge your receipt and understanding of these exclusions by signing and returning a copy of this letter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Acknowledgment

I, [Client Name], have read and understand the list of explicitly excluded services above and acknowledge that [Law Firm Name] is not responsible for these matters.

[Client Signature]

[Date]