

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: Confirmation of Non-Engagement

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your estate planning needs. This letter confirms that our firm has not been retained to represent you in this matter, and no attorney-client relationship has been established.

Because we are not representing you, we will not be taking any action on your behalf, such as drafting a Will, Trust, or Power of Attorney. Please be aware that estate planning matters may be subject to certain legal deadlines or changes in tax laws. If you wish to pursue this matter further, we recommend that you contact another attorney immediately to ensure your interests are protected.

We are returning any original documents you provided to us during our initial consultation. We have not retained copies of these documents.

Thank you for considering our firm. We wish you the best in resolving your legal affairs.

Sincerely,

[Attorney Name]
[Law Firm Name]