

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Confirmation of Non-Representation / Mutual Decision Not to Proceed

Dear [Client Name],

Thank you for consulting with [Law Firm Name] on [Date] regarding [Brief Description of Legal Matter].

This letter confirms our mutual agreement following our consultation that this firm will not represent you, and you have decided not to retain our services in connection with this matter. Accordingly, no attorney-client relationship has been established.

Please be advised of the following important information:

- **Deadlines:** Most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal legal action before these deadlines expire, you may be forever barred from pursuing your claims.
- **Other Counsel:** Because we are not representing you, we recommend that you consult with another attorney immediately if you still wish to pursue this matter to ensure your legal rights are protected.
- **Return of Documents:** We are returning all original documents you provided to us during our meeting. We will not be maintaining a file on this matter.

We appreciate the opportunity to have met with you and wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Acknowledgment:

I acknowledge that [Law Firm Name] does not represent me in this matter and that I am responsible for seeking other legal counsel and meeting all legal deadlines.

[Client Name]

Date: _____