

[Date]

[Consultant Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Legal Consultation regarding [Subject Matter/Case Description]

Dear [Consultant Name],

Thank you for meeting with me on [Date of Consultation] to discuss your legal matter. I enjoyed the opportunity to learn more about your situation.

I am writing to formally notify you that I am unable to represent you or provide further legal assistance regarding this matter. Please understand that this decision does not necessarily reflect the merits of your case, but rather is based on my current caseload and professional priorities.

Because I am not representing you, it is important that you understand the following:

- No attorney-client relationship has been established between us.
- I will not be taking any action on your behalf, such as filing documents or making appearances.
- Legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may lose your right to pursue your claim forever.
- I strongly recommend that you consult with another attorney immediately to ensure your legal rights are protected and to avoid missing any deadlines.

I have returned any original documents you provided during our meeting. I will maintain a copy of our consultation notes in accordance with my firm's record retention policy.

I wish you the best of luck with the resolution of this matter.

Sincerely,

[Your Name]

[Your Law Firm Name]