

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: [Subject Matter/Case Description]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your legal matter. We have reviewed the information you provided.

At this time, we are unable to represent you in this matter because your case falls outside the geographic area in which our firm practices. Our firm currently focuses its services on [Name of Specific Counties/Regions].

Please be advised that our decision not to represent you is not an opinion on the merits of your case. Because we are not representing you, we will not be taking any action on your behalf.

Most legal claims are subject to strict deadlines known as statutes of limitations. If you do not file a lawsuit within the required timeframe, you will lose your right to pursue your claim forever. We strongly recommend that you contact another attorney or your local bar association immediately to ensure your rights are protected.

We are returning any original documents you provided to us along with this letter.

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]

[Law Firm Name]