

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

RE: Legal Representation Regarding [Brief Description of Matter]

Dear [Potential Client Name],

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

At this time, we must decline to represent you in this matter. Our firm's practice is limited to specific areas of law, and your case falls outside our current scope of practice. Please be advised that by declining this case, we are not expressing an opinion on the merits of your claim.

Although we cannot assist you, you may wish to contact the following attorney(s) or legal organizations who handle matters of this nature:

[Referral Name/Firm]

[Phone Number]

[Website/Email]

Important Notice Regarding Time Limits: Please be aware that most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim or lawsuit within the required timeframe, you may be forever barred from pursuing your legal rights.

Because we are not representing you, we will not be monitoring these deadlines. We encourage you to contact another attorney immediately to ensure your rights are protected.

Since we have not entered into an attorney-client relationship, we will not be taking any further action on your behalf. We are returning any original documents you provided to us with this letter.

We wish you the best of luck with your matter.

Sincerely,

[Attorney Name]

[Law Firm Name]