

[Date]

[Inquirer Name]

[Inquirer Address]

[City, State, Zip Code]

Re: Inquiry Regarding [Subject Matter]

Dear [Inquirer Name],

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

Please be advised that this firm cannot represent you in this matter. Our practice is limited to specific areas of law, and your inquiry falls outside the scope of the legal services we provide.

Please note that by declining this representation, we are not expressing an opinion on the merits of your case. Because we are not representing you, we will not take any action on your behalf.

Be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a formal claim within the required timeframe, you may lose your right to pursue a legal remedy forever. Therefore, we strongly recommend that you contact another attorney or your local bar association immediately to ensure your rights are protected.

We have not retained any original documents provided by you. Any copies provided will be [shredded/returned].

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]

[Law Firm Name]