

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Declination of Representation / Out of State Jurisdiction

Dear [Client Name],

Thank you for contacting [Law Firm Name] regarding your potential legal matter involving [Brief Description of Matter].

After reviewing the information provided, we must formally decline to represent you in this matter. Our firm is only licensed to practice law in the State of [Your State]. Because your case arises under the jurisdiction of [Other State], we are legally unable to provide representation or specific legal advice regarding this claim.

Please be advised that legal claims are subject to strict deadlines known as statutes of limitations. If you fail to file a lawsuit or take specific legal action within the timeframe required by [Other State] law, you will be forever barred from pursuing your claim. Because we are not licensed in that jurisdiction, we cannot advise you on which specific deadlines apply to your case.

We recommend that you contact an attorney licensed in [Other State] immediately. You may find legal counsel through the following resources:

- [Other State] State Bar Association Lawyer Referral Service
- [Website/Phone Number for Referral]

Our decision to decline this case is based on jurisdictional limitations and should not be viewed as an opinion on the ultimate merits of your claim. We are not retaining any of your original documents; [if applicable: they are enclosed herein / if applicable: please collect them from our office].

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Your Name]

[Law Firm Name]