

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Opposing Party Name]
[Opposing Party Address]
[City, State, Zip Code]

Re: [Case Name / Matter Description]
Case No.: [Court Case Number, if applicable]

Dear [Opposing Party Name],

I am writing to you in my capacity as legal counsel for [Client Name] regarding the above-referenced matter. It is my understanding that you are currently representing yourself in this litigation.

Please be advised that I represent only [Client Name]. I do not represent you, and I cannot provide you with legal advice. My duties and loyalty lie solely with my client, whose interests are adverse to yours in this matter.

Because I am not your attorney, you should not rely on any information provided by me or my office as legal advice. Any statements made by me during this litigation are made in the course of representing my client's interests.

I strongly recommend that you seek the advice of an independent attorney to represent your interests and to advise you on the legal consequences of this litigation. If you choose to remain unrepresented, you will be held to the same standards and procedural rules as a licensed attorney in court.

Please direct all future communications regarding this case to my office in writing.

Sincerely,

[Your Signature]
[Your Printed Name]