

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

Subject: Initial Consultation Waiver and Non-Representation Disclosure

Dear [Prospective Client Name],

Thank you for contacting [Company/Firm Name] regarding [Brief Description of Legal Matter/Issue].

This letter confirms that our initial consultation scheduled for [Date] at [Time] is for preliminary evaluative purposes only. By attending this consultation, you acknowledge and agree to the following terms:

- **No Attorney-Client Relationship:** This consultation does not create an attorney-client relationship. Such a relationship will only be formed if both parties sign a formal written engagement agreement.
- **No Obligation:** [Company/Firm Name] is under no obligation to represent you in this matter following the consultation. Similarly, you are under no obligation to retain our services.
- **Confidentiality:** While the information you share during this meeting will be kept confidential, the firm may already represent parties whose interests are adverse to yours. We will conduct a conflict check prior to the meeting.
- **Time-Sensitive Matters:** You are advised that legal claims are subject to statutes of limitations. If we do not enter into a formal representation agreement, you are solely responsible for meeting all legal deadlines to protect your rights.

Please sign below to acknowledge that you have read and understood the terms of this waiver.

Sincerely,

[Your Name]

[Title]

[Company/Firm Name]

Acknowledgment:

I have read this waiver and understand that no attorney-client relationship exists at this time.

[Prospective Client Signature]

[Date]