

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Re: Confirmation of Non-Representation**

Dear [Recipient Name],

The purpose of this letter is to formally confirm that [Law Firm Name] has not been retained to represent you in connection with [Case Name/Matter Description].

While we have had preliminary discussions regarding the possibility of acting as local counsel, we have reached a mutual decision not to move forward with a formal engagement at this time. Accordingly, we will not be performing any legal services, filing any documents, or monitoring deadlines on your behalf.

Please be advised that legal matters are often subject to strict statutes of limitations. If you do not initiate legal action or file necessary responses within the timeframes prescribed by law, you may lose your right to pursue or defend this matter. We strongly recommend that you consult with other legal counsel immediately to ensure your interests are protected.

We are returning herewith any original documents you provided to us. We will maintain no further responsibility for this file.

Thank you for considering our firm.

Sincerely,

[Your Name]

[Your Law Firm]