

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

Re: NOTICE OF NON-ENGAGEMENT AND STATUTE OF LIMITATIONS WARNING

Dear [Potential Client Name],

Thank you for contacting [Law Firm Name] regarding potential local counsel representation in the matter of [Case Name/Description].

This letter confirms that [Law Firm Name] will not be representing you, nor will we act as local counsel in this matter. We have not performed any legal services on your behalf, and no attorney-client relationship has been formed.

**URGENT WARNING REGARDING STATUTE OF LIMITATIONS:**

Please be advised that your legal claims are subject to strict time limits known as the Statute of Limitations. If you fail to file a formal legal action in the proper court before the applicable deadline expires, you will be forever barred from pursuing your claims and will lose all legal rights related to this matter.

Because we are not representing you, we have not calculated the specific expiration dates for your claims. You should consult with another attorney immediately to ensure your rights are protected and that all necessary filings are made before any deadlines pass.

We are returning any original documents you provided to us herewith. We will not be retaining a copy of your file.

Sincerely,

[Attorney Name]

[Law Firm Name]