

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF NON-REPRESENTATION**

Dear [Recipient Name],

This letter is to formally confirm that [Law Firm Name/Attorney Name] does not represent you in connection with [briefly describe the legal matter or inquiry].

Although we may have [discussed this matter / received documents from you], no attorney-client relationship has been formed. We have not been retained to provide legal advice, perform legal services, or take any action on your behalf regarding this situation.

Please be advised that legal matters are often subject to strict time limits known as statutes of limitations. If you do not initiate legal action within these timeframes, you may be forever barred from pursuing your claims. Because we do not represent you, we will not be monitoring these deadlines.

We recommend that you consult with another attorney immediately to ensure your legal rights are protected.

We are returning all original documents provided to us herewith.

Sincerely,

[Signature]

[Attorney Name]

[Law Firm Name]