

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: [Case Name and Case Number]**

Dear [Opposing Party Name],

I am writing to acknowledge receipt of your correspondence dated [Date of their letter].

Please be advised that I am representing myself (pro se) in the above-referenced matter. While I am acting as my own legal counsel, I am under no obligation to provide you with legal advice, nor can I engage in informal discussions regarding the merits or strategy of this case outside of formal court proceedings or official discovery requests.

I will not be responding to the specific inquiries or demands contained in your letter at this time. All future communications regarding this case must be made in writing and served in accordance with the [Local/State] Rules of Civil Procedure. Should you wish to discuss a formal settlement or procedural scheduling, please submit a written proposal for my review.

Please direct all future legal filings and correspondence to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]