

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Case Reference or Subject Matter]

Dear [Recipient Name],

I am writing to acknowledge receipt of your communication dated [Date of their letter/email].

Please be advised that I do not represent you, nor will I be representing you, in connection with the above-referenced matter or any other legal concern. No attorney-client relationship has been formed between us, and none will be formed as a result of your unsolicited correspondence.

I have not reviewed the merits of your claims, and I am not providing you with any legal advice. Please be aware that legal claims are often subject to strict time limits known as statutes of limitations. If you fail to take action within these timeframes, you may lose your right to pursue your claims forever. You should consult with another attorney immediately to ensure your interests are protected.

I will not be taking any further action regarding this matter, and I request that you cease all further unsolicited communication with my office.

Sincerely,

[Your Signature]

[Your Printed Name]