

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Party Name]

[Opposing Party Address]

[City, State, Zip Code]

Re: [Case Name/Matter Description]

Matter Number: [Case/File Number]

Dear [Opposing Party Name],

I am writing to you in my capacity as legal counsel for [Client Name] regarding the aforementioned matter. It is my understanding that you are currently representing yourself in this legal proceeding.

Please be advised that I represent only the interests of [Client Name]. As I am the attorney for the opposing party, I cannot provide you with legal advice, explain your legal rights, or predict how the court may rule on this matter. Our interests are adverse, and no attorney-client relationship exists or will be created between us.

I strongly encourage you to seek independent legal counsel to represent you and protect your interests. If you choose to hire an attorney, please have them contact my office immediately so that I may direct all future communications to them.

If you choose to continue representing yourself, all future correspondence regarding this case must be in writing. Please send all documents and communications to my office at the address listed above.

Please acknowledge receipt of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]