

4.6 a. NON-ENGAGEMENT LETTER

Dear (Name):

This letter is to confirm that I will not represent you in the (insert subject) matter. Since I am not currently representing you on any matter, we will not be able to monitor changes in the law or your circumstances that may affect the strength of your case. Neither will my law firm.

Important time limits are (could be) involved in processing your case. I urge you to contact another lawyer immediately if you wish further advice or to pursue your case for relief. Your failure to proceed promptly may result in your legal matter being forever barred by a time limit.

If you wish to have a lawyer represent you and you do not have another lawyer in mind, I suggest you call the (insert the name of your state bar Lawyer Referral Service), which maintains a list of lawyers who may be able to handle your case. Their phone number is (insert your local LRS phone number).

Thank you for contacting my law firm. I hope to be of service to you in the future.

Very truly yours,

(Your name)