

4.6 g. DECLINING FURTHER REPRESENTATION LETTER

Dear (Name):

Because I have not heard from you for the past (30, 45) days, I assume you do not wish to retain me further or to proceed with this matter. For this reason, I am now closing my file and will take no further action in the matter.

You are (may be) facing some time deadlines. If you decide to proceed, you should contact another attorney immediately. If you fail to do so, your legal matter may be barred by a time limit and you will not be able to pursue any action to recover damages or other relief you have requested.

The (insert the name of your state bar Lawyer Referral Service) would be happy to assist you. Their number is (insert your local LRS phone number).

Very truly yours,

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(Your name)