

4.6 e. AWAITING FURTHER INSTRUCTIONS LETTER

Dear (Name):

This will confirm our discussion regarding (insert subject matter) on (date). I advised you (insert advice given). At this time, you have not decided whether you wish to proceed further in this matter. I will not be representing you until you advise me that you wish to proceed and you send me the following documents: (insert needed documents) and make satisfactory arrangements for payment of expenses and my legal fees.

Please note that time limits may apply to your claim. If you wish to proceed with your claim, it is important to act immediately or you 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.

If I have not heard from you within 30 days, I will assume you do not wish to proceed and I will close my file.

Very truly yours,

---

(Your name)