

NONENGAGEMENT LETTER

DATE

NAME
ADDRESS
CITY, STATE & ZIP

Dear :

This letter is to confirm that this firm will not represent you in the *[insert subject]* matter. Since we are not currently representing you on any matter, we will not be able to monitor changes in the law or your circumstances which may affect the strength of your case.

You should be aware of the fact that time limits *[could be]* (or) *[are]* involved. We have not researched these time limits and we are unable to advise you on the applicable time limits. We urge you to contact another lawyer immediately if you wish this advice. You should be aware that failure to proceed promptly may result in your legal matter being barred by a time limit.

Thank you for contacting our law firm. We hope we will be of service to you in the future.

Very truly yours,

OBA/MAP:DG
Enclosures

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

[form5]