[Date]

[Name and Address of Client]

RE: Consultation of [Date of Consult]

Certified Mail No.

Return Receipt Requested

Dear \_\_\_\_\_\_\_\_\_\_\_:

Thank you for your visit today. As we discussed, although I have not investigated the merits of your matter, I do not feel it would be appropriate for [Name of Firm] to represent you in your possible action against [Name of Company] for [legal matter]. In declining to undertake this matter, the firm is not expressing an opinion on whether you will prevail if a complaint is filed.

Please be aware that whatever claim, if any, that you have may be barred by the passage of time. Since deadlines may be critical to your case, I recommend that you immediately contact another firm for assistance regarding your matter.

Thank you again for your interest in [Name of Firm].

[Name of Firm]

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Attorney]