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Non-Engagement: Letter to Unrepresented Party

[Unrepresented Party Name]

[Address]

RE: ***[Identify Matter]***

Dear ***[Name]***:

As you know, I represent ***[Client Name]*** with respect to ***[describe matter]***. I understand that you have decided not to seek the advice of legal counsel and will be representing yourself in this matter at this time. Because I do not represent you, I cannot provide you with legal advice and I will be unable to answer any legal questions you may have. I urge you to seek independent legal counsel immediately to protect your interests and represent you on this matter.

Should you obtain legal counsel relative to this matter in the future, I ask that you please have your counsel contact me as soon as possible.

If you do not have a local lawyer, you may want to use the Illinois Lawyer Finder, which can be found at <http://www.isba.org/public/illinoislawyerfinder>.

Sincerely,