

NON-RETAINER LETTER
(Letter Declining to Accept Case)

(Date)

Name
Address
City and State

Dear (Name):

This will confirm our conversation of (Date) wherein I advised you I would not be able to represent you in connection with the entitled matter.

If you do not have another lawyer in mind to represent you in this matter, we would suggest calling the Minnesota State Bar Lawyer Referral Service as they maintain a list of attorneys who are available to handle your type of case.

You should be aware of the fact that time limits (could be) (are) involved. I have not researched what these time limits are so you should contact another attorney immediately. If you fail to do so, you may be barred by a time limit from pursuing the matter.

Very truly yours,

CERTIFIED MAIL
RETURN RECEIPT REQUESTED