SAMPLE ADMINISTRATIVE FORM

NON-ENGAGEMENT LETTER

Certified Mail with Return Receipt

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

RE: [SUBJECT]

Dear [Client Name]:

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.

If you wish to have a lawyer represent you and you do not have another lawyer in mind, we suggest you call The Florida Bar Lawyer Referral Service at (800) 342-8011. The Referral Service maintains a list of lawyers who may be able to handle your case.

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

Sincerely,

[Lawyer Signature]

[Firm Name]

Enclosed:

CERTIFIED MAIL

RETURN RECEIPT REQUESTED