

Form: Letter confirming a client's request not to take any action in a matter

PREVIEW

1. The following form is written to a client to confirm the client's decision that the attorney take no further action on a pending matter or case.
2. It also advises the client of the consequences of the client's decision.

Form: Letter confirming a client's request not to take any action in a matter

[Date]

[Client's name]

[Client's address]

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ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION

Regarding [style of case or summary of matter]

Dear [Client's salutation]:

Please be advised that we have carefully reviewed the above matter and are formally notifying you that you have requested me not to take the following specific action: [state the matter and action the client does not want to take and the consequences for failing to take the recommended course of action]

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Furthermore, this letter confirms our conversation wherein we discussed the pros and cons of the above-described actions.

As we discussed, you may have a need to take said action in order to protect viable legal rights and/or remedies. [list the legal rights & remedies].

I suggest that you have your legal matter reviewed by another attorney or reconsider your decision.

As we discussed, you generally have two years from the date your cause of action arose to file a lawsuit. The date that a cause of action arises is sometimes difficult to determine.

THANK YOU

Generally a cause of action arises when an injury or misrepresentation occurs. It is a starting point in time for the beginning of a legal right or remedy. It is generally the time period when the facts and events that give rise to a legal claim occur.

Failure to file a suit and serve the opposing parties can and usually will prevent you from later pursuing your case if you file your suit after the statute of limitations deadline.

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We are also returning any documents that you asked us to review regarding the above matter. If you have any questions, please contact me in writing at the above address.

PREVIEW

Very truly yours,

[Attorney's name]

Certified Return Receipt Request Number:

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THANK YOU

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