

**[YOUR NAME]**, Attorney  
(XXX) XXX-XXXX TELEPHONE  
(XXX) XXX-XXXX FACSIMILE  
yourname@yourlawfirm.com

[Street Address]  
[City, State ]

January 18, 2023

Dear [RECIPIENT NAME]:

Thank you for contacting [YOUR LAW FIRM] about your case. We appreciate you thinking of our office in this difficult time. We have carefully reviewed the information you provided, and unfortunately, this is not something we will be able to assist you with at this time.

While we strive to help anyone who calls our office, we regrettably are not always able to assist. Please be advised that [YOUR LAW FIRM] does not represent you for this claim and is unable to take any action on your behalf. If you wish to pursue a claim, we recommend that you contact another attorney immediately. If you have any questions, please feel free to give us a call.

Again, thank you for contacting [YOUR LAW FIRM] and giving us the opportunity to look at your case. If we can ever help you in the future, please do not hesitate to contact us at (XXX) XXX-XXXX to arrange a no-cost consultation.

Sincerely,

[YOUR NAME]  
[YOUR TITLE]  
[YOUR LAW FIRM]