

**SAMPLE RESPONSE TO UNSOLICITED EMAIL INQUIRY
FROM NON-CLIENT**

[Insert Date]

[Name of Non-Client]
[Email Address]

Dear _____:

Thank you for your inquiry.

[Law Firm] is not able to provide legal assistance to you at this time. Please be advised that my receipt of your email and this response has not established an attorney-client relationship between you and me or **[Law Firm]** and that you should not consider yourself a client of the firm.

We wish you well in your search for an attorney to represent you.

[If, however, the unsolicited email appears to present a matter in which the firm may be interested, use the following alternative language. “[Law Firm] cannot provide legal advice or receive confidential information from you without first conducting a preliminary interview and performing a thorough conflicts of interest check. Therefore, please contact me at [insert telephone number] so that you can provide limited information for a conflicts check. Should it be determined that no conflict of interest exists, we may be able to discuss your matter in greater detail. Please be advised that you should not consider yourself a client of the firm unless and until a written engagement letter is signed by you and the firm”].

Sincerely yours,

[Name of firm attorney]

[Law Firm]