

Date:\_\_\_\_\_

TO:

Re: Initial Consultation on matter of \_\_\_\_\_

Dear \_\_\_\_\_:

It was a pleasure meeting with you on \_\_\_\_\_ to discuss the issues surrounding your dispute/contract/concerns with \_\_\_\_\_ and possible steps to proceed to resolve this. While we are unable to represent you in this matter (*or* while you have not yet engaged our firm), it is my obligation to immediately alert you to certain potential issues.

Specifically, there are statutes of limitations related to any action that, upon their expiration, would eliminate the ability to proceed in suit at all. Statutes of Limitations are dictated by law and their application is both a fact and a legal issue. You need to be aware of their existence and **do not delay if you desire to preserve your claim** or pursue any remedies at law. It is your obligation to either obtain counsel to guide you in this matter or, should you elect to proceed *pro se* (without counsel), you will need to be certain to initiate any action prior to the expiration of the applicable statute of limitations, which can vary depending on the type of claim.

Additionally, it is equally as important that you are aware of and understand that **it is your duty to hold, preserve and protect from any accidental or intentional deletion or overwriting, any and all information, documents, and electronically stored information (“ESI”) as it relates to this matter.** You should be certain to identify where any information may exist and halt any auto-delete programs, do not recycle any devices and be sure not to reuse any back-up tapes.

We thank you for taking the time to meet with our firm.

Sincerely,