
[Date letter sent]

[Your name, printed]

[Your street address.]

[City]

[State]

[ZIP]

Letter to Opposing Counsel Confirming Pro Se Representation

Dear _____ :
[Print name of the other party's lawyer (opposing counsel).]

The purpose of this letter is to inform you that I am representing myself as a *pro se* litigant in the following legal matter:

[Briefly describe the case. Include the names of the parties, and the cause number if it already has one].

As a *pro se* litigant, I would like to clearly indicate that I understand that you do not represent me and that you cannot give me legal advice. I understand that under Texas Rule of Civil Procedure 7, "Any party to a suit may appear and prosecute or defend his rights therein, either in person or by an attorney of the court." I understand that through this rule, the same rules that apply to you as an attorney apply to me as a *pro se* litigant.

With that being said, I respectfully bring to your attention to Section Three of the Texas Lawyer's Creed, which is titled "Lawyer to Lawyer." I ask that we adhere to these duties, so this suit moves forward as efficiently as possible.

At this time, I request the following from you:

- Your preferred method of communication so that we can exchange information;
- Time parameters of all necessary forms or filings that you need from me as a party to this suit; and
- Answers to the following questions (if applicable):

Thank you in advance for your prompt response. Please do not hesitate to contact me at _____ [phone number]. You can also email me at _____ [email address].

Sincerely,

[PRINTED NAME]