

Subject: Conflict of Interest - Non-Engagement Regarding [Matter Name/Description]

Dear [Prospective Client Name],

Thank you for consulting with [Firm Name] on [Date] regarding [Brief Description of Legal Matter].

Following our initial consultation and a formal review of our records, we have determined that we are unable to represent you in this matter. This decision is based on a conflict of interest that prevents us from accepting this engagement.

Please be advised that:

- No attorney-client relationship has been formed between you and this firm.
- We will not be taking any action on your behalf regarding this matter.
- We have not performed a substantive evaluation of the merits of your case.

Legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim within the required timeframe, you may lose your right to pursue legal action forever. Because we are not representing you, we cannot advise you on the specific deadlines applicable to your case.

We strongly recommend that you contact another attorney or the local Bar Association immediately to ensure your legal rights are protected.

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]
[Firm Name]