

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: Declination of Representation regarding [Brief Description of Matter]

Dear [Prospective Client Name],

Thank you for consulting with [Law Firm Name] on [Date of Consultation] regarding [Legal Matter/Incident]. We appreciate the opportunity to review your case.

After careful consideration, please be advised that this firm has decided not to represent you in this matter. This decision is not necessarily a reflection of the merits of your case, but rather a result of our current caseload and internal evaluation criteria.

Please be aware that most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal legal action before the applicable deadline, you may be forever barred from pursuing your claim. Because we are not representing you, we will not be monitoring these deadlines on your behalf.

We strongly recommend that you consult with another attorney or the local Bar Association as soon as possible to ensure your legal rights are protected and to obtain a second opinion regarding the deadlines applicable to your case.

We are returning the following original documents provided during our consultation: [List Documents or state "None"]. We have not retained copies of these materials.

Thank you again for contacting [Law Firm Name]. We wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]