

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Legal Matter/Brief Description]

Dear [Prospective Client Name],

Thank you for consulting with [Law Firm Name] on [Date of Consultation] regarding your potential legal matter. We appreciate the opportunity to discuss your situation with you.

After reviewing the information provided, we are writing to formally notify you that we are unable to represent you in this matter. Our firm focuses its practice on [Insert Practice Areas], and your specific legal issue falls outside our current area of expertise and practice scope.

Please be advised that by declining this representation, we are not expressing an opinion on the merits of your case. We recommend that you contact another attorney or a lawyer referral service who specializes in [Relevant Area of Law] as soon as possible.

Important Note on Deadlines: Most legal claims are subject to strict time limits known as Statutes of Limitations. If you fail to file a formal claim or lawsuit within these timeframes, you may be permanently barred from pursuing your legal rights. Because we are not representing you, we will not be monitoring these deadlines on your behalf.

We are returning any original documents you provided to us during our consultation. We have not retained copies of your file, and no attorney-client relationship has been formed.

Thank you again for your interest in our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]