

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT - [Subject Matter discussed]

Dear [Prospective Client Name],

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

After reviewing the information provided during our consultation, we have determined that our firm will not be able to represent you in this matter. This decision is not necessarily an opinion on the merits of your case, but rather a determination that this matter does not currently fit our firm's caseload or areas of focus.

As we discussed, we recommend that you seek the assistance of outside counsel who specializes in this specific area of law. We suggest you contact the following individual or organization for a further evaluation of your case:

[Referral Name/Firm]

[Phone Number]

[Email/Website]

Please be advised that your legal matter may be subject to a statute of limitations or other strict filing deadlines. If you fail to file a formal claim within these time limits, you may be forever barred from pursuing your legal rights. Because we are not representing you, we will not be monitoring these deadlines. We urge you to contact another attorney immediately to ensure your interests are protected.

We are returning all original documents you provided to us during our meeting. Our firm will not retain a file on this matter, and no attorney-client relationship has been formed.

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

Sincerely,

[Attorney Name]

[Law Firm Name]