

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Declination of Representation / [Matter Name/Case Type]

Dear [Client Name],

Thank you for consulting with [Law Firm Name] regarding [brief description of legal issue]. Following our meeting on [Date] and a review of the information provided, we have decided not to accept your case or represent you in this matter.

Our decision is based on a preliminary evaluation of the merits of the case. Please be advised that our firm expresses no opinion regarding whether you would be successful if you chose to pursue this matter with another attorney or on your own behalf.

Please be aware that legal claims are subject to strict deadlines known as Statutes of Limitations. If you fail to file a formal legal action before the applicable deadline expires, you will be forever barred from pursuing your claims. Because we are not representing you, we will not be monitoring these deadlines. We strongly recommend that you consult with another attorney immediately to ensure your rights are protected.

We are returning all original documents you provided to us during our consultation [or: We are retaining copies of your documents for our files and will dispose of them according to our retention policy].

No attorney-client relationship has been formed between you and this firm. We wish you the best of luck with this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]