

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Potential Representation regarding [Subject Matter]

Dear [Recipient Name],

Thank you for contacting [Law Firm/Company Name] regarding [brief description of the matter]. We have reviewed the information provided to determine if we can represent you in this matter.

After performing a conflict of interest check, we must inform you that we are unable to accept this representation. This decision is based on a conflict of interest involving [existing client/former client/personal interest], which prevents us from acting on your behalf.

Please be advised that we have not performed a detailed investigation into the merits of your case. By sending this letter, we are not expressing an opinion on the strength of your legal position. Furthermore, no attorney-client relationship has been formed between us.

We recommend that you consult with another firm as soon as possible. Please be aware that legal claims are subject to statutes of limitations, which are deadlines by which a legal action must be filed. If you do not take action before these deadlines expire, you may lose your right to pursue your claim forever.

We are returning any original documents you provided to us. We will not be retaining copies of these materials.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Law Firm/Company Name]