

[Your Name/Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Street Address]
[City, State, Zip Code]

Re: Declination of Legal Representation - [Case Name/Matter Description]

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding potential legal representation in the matter of [briefly describe the matter]. We appreciate you reaching out to us for assistance.

After performing a standard conflict of interest check, we have determined that our firm cannot accept this representation. Under the professional rules of conduct, a conflict of interest exists that prevents us from representing you in this specific matter.

Please be advised that our decision is based solely on this conflict of interest and is not a reflection of the merits of your case. Because we are not representing you, we cannot provide you with any legal advice or opinions regarding your situation.

Please be aware that legal claims are often subject to strict deadlines known as statutes of limitations. If you fail to file a legal action within the required timeframe, you may lose your right to pursue your claim forever. Therefore, we strongly recommend that you consult with another attorney as soon as possible to ensure your rights are protected.

We are returning any original documents you may have provided to us for our review. We have not retained copies of these materials.

Thank you for your understanding. We wish you the best in resolving this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]