

[Date]

[Prospective Client Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF CONFLICT OF INTEREST AND NON-ENGAGEMENT

Dear [Prospective Client Name],

Thank you for contacting [Firm/Organization Name] regarding potential legal representation in the matter of [Brief Description of Matter].

After performing a formal conflict check, we have determined that a conflict of interest exists that prevents us from representing you in this matter. This conflict arises because [Optional: Brief reason, e.g., our firm currently represents another party involved in this dispute / we have a prior relationship with an adverse party].

Please be advised that [Firm/Organization Name] does not represent you and will take no action on your behalf regarding this matter. No attorney-client relationship has been formed. We have not accepted any payment, and we have not reviewed any confidential documents beyond what was necessary to determine the conflict.

Because we are not representing you, we cannot provide legal advice regarding the merits of your case or any applicable deadlines. Please be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim within these periods, you may lose your right to pursue legal action forever. We strongly recommend that you consult with another attorney immediately to ensure your rights are protected.

We are returning any original documents you provided to us [if applicable].

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Firm/Organization Name]