

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Matter]. We appreciate the opportunity to review your potential legal matter.

After performing a formal conflict of interest check, we have determined that our firm cannot represent you in this matter. This decision is due to a conflict of interest involving an existing or former client of the firm, or another professional obligation that prevents us from accepting this engagement.

Please be advised that [Law Firm Name] does not represent you in this matter. We have not performed any legal services on your behalf, and no attorney-client relationship has been formed. Consequently, we will not be taking any action to protect your interests.

We recommend that you contact another attorney or law firm immediately if you wish to pursue this matter. Legal claims are often subject to strict time limits known as statutes of limitations. If you do not file a formal legal action within the required timeframe, you may lose your right to pursue your claim forever.

We are returning any original documents you provided to us during our initial consultation. We have not retained copies of these materials.

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

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]