

[Date]

[Prospective Client Name]  
[Prospective Client Address]  
[City, State, Zip Code]

**RE: Notice of Declination of Legal Representation**

Dear [Prospective Client Name],

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

After performing a standard conflict of interest check, we have determined that our firm cannot represent you in this matter. This decision is based on a conflict of interest involving [a current client / a former client / a personal interest], which prevents us from accepting this engagement under our professional ethical guidelines.

Please be advised that our firm has not reviewed the merits of your case, and this declination is not an opinion on the strength of your legal claims. Because we are not representing you, we will not be taking any action on your behalf.

We highly recommend that you consult with another attorney or law firm immediately. Please be aware that legal claims are subject to strict time limits, known as statutes of limitations. If you do not file a formal legal action within these timeframes, you may lose your right to pursue your claims forever.

We are returning all original documents you provided to us. We have not retained copies of any confidential materials.

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

Sincerely,

[Your Name]  
[Your Title]  
[Law Firm Name]