

[Date]

[Prospective Client Name]  
[Prospective Client 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].

After reviewing the information provided, we must inform you that our firm is unable to represent you in this matter. This decision is necessary because a conflict of interest exists that prevents us from accepting this engagement under our professional ethical obligations.

Please be advised that by declining this representation, we are not expressing an opinion on the merits of your case. Because we are not representing you, we will not be taking any action on your behalf.

You should be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a formal legal action within these time frames, you may lose your right to pursue your claim forever. Therefore, we strongly recommend that you consult with another attorney or law firm immediately to protect your interests.

We are returning herewith any original documents you provided to our office during our initial consultation.

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

Sincerely,

[Attorney Signature]  
[Attorney Name]  
[Law Firm Name]