

[Date]

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

RE: Notice of Non-Engagement

Dear [Prospective Client Name],

Thank you for contacting [Firm/Company Name] regarding [Brief Description of Legal/Professional Matter]. We have carefully reviewed the information provided during our initial consultation on [Date].

After conducting a formal conflict of interest check, we have determined that an ethical conflict exists that prevents us from representing you or providing further services in this matter. Specifically, our professional obligations and ethical standards prohibit us from accepting this engagement because of our existing relationship with another party involved in this situation.

Please be advised that [Firm/Company Name] does not represent you in this matter. We have not taken any action on your behalf, and no attorney-client relationship has been established. You should not rely on this firm to protect your interests.

Because your matter may be subject to strict legal deadlines or statutes of limitations, we strongly recommend that you consult with another professional immediately to ensure your rights are protected. Failure to take timely action may result in the permanent loss of your legal rights.

We are returning any original documents you provided to us during our meeting. We have not retained copies of these materials to ensure the confidentiality of your information.

Thank you for your interest in our firm. We regret that we are unable to assist you at this time.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Firm/Company Name]