

[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/Company Name] regarding [Brief Description of Matter]. We appreciate the opportunity to consider representing you.

After reviewing the information provided, we must formally decline to represent you in this matter. This decision is necessary because our firm has a conflict of interest involving an existing client that prevents us from accepting this engagement.

Please be advised that we have not performed a detailed investigation into the merits of your case, and no attorney-client relationship has been formed. Our firm will not be taking any action on your behalf.

We recommend that you consult with another firm or legal counsel as soon as possible. Please be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not initiate legal action within these timeframes, you may lose your right to pursue your claim forever.

We are returning all original documents you provided to us [if applicable]. We will maintain the confidentiality of the information shared during our initial consultation in accordance with our professional obligations.

Thank you for your understanding.

Sincerely,

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