

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF NON-ENGAGEMENT**

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Matter]. We have completed our internal conflict of interest check regarding this matter.

I am writing to formally inform you that [Law Firm Name] cannot represent you or provide you with legal advice in this matter. Our review has identified a conflict of interest that, under the Rules of Professional Conduct, is unwaivable. Specifically, our firm currently represents [Name of Other Party/Client], whose interests in this matter are directly adverse to yours.

Because of this conflict, we have not reviewed any confidential documents you may have provided, nor have we formed an attorney-client relationship with you. Please be advised that [Law Firm Name] does not represent your interests, and we will take no further action on your behalf.

We recommend that you consult with another attorney or law firm immediately. Please be aware that legal claims are subject to time limits known as statutes of limitations. If you do not initiate legal action within the timeframe required by law, you may lose your right to pursue your claim forever. We have expressed no opinion regarding the merits of your case or the specific deadlines that may apply.

We are returning any original documents you provided to us herewith.

Sincerely,

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