

[Date]

[Prospective Client Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

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

I am writing to inform you that [Law Firm Name] cannot represent you or provide you with legal advice in this matter. This decision is necessary because our firm has a conflict of interest arising from our prior representation of another party involved in this situation.

Please be advised that we have not formed an attorney-client relationship. Because we are not representing you, we will not be taking any action on your behalf. We recommend that you consult with another attorney or law firm as soon as possible to ensure your legal rights are protected.

Please be aware that legal claims are often subject to strict time limits known as statutes of limitations. If you do not initiate legal action within these timeframes, you may be forever barred from pursuing your claims. We have not calculated the specific deadlines applicable to your case, so we urge you to seek alternative counsel immediately.

We are returning herewith all original documents and materials you provided to us during our initial consultation.

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

Sincerely,

[Attorney Name]

[Law Firm Name]