

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Project Name/Matter Reference]

Dear [Recipient Name],

Thank you for contacting [Your Company Name] regarding potential representation or involvement in [describe the matter/project briefly].

After performing a formal internal conflict check, we have determined that a conflict of interest exists involving [mention "another client" or "a current project"] that precludes us from accepting this engagement at this time. To maintain our professional and ethical standards, we cannot represent your interests or provide services in this specific matter.

Please be advised that no [attorney-client / consultant-client] relationship has been formed. Consequently, we have not accepted any confidential documents, and we will not be taking any action on your behalf regarding this matter.

As certain legal or business rights may be subject to strict deadlines or statutes of limitation, we recommend that you consult with other professional counsel immediately to ensure your interests are protected.

We appreciate your interest in our firm and regret that we are unable to assist you on this occasion.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]