

[Date]

[Client Name 1]  
[Address 1]  
[City, State, Zip]

[Client Name 2]  
[Address 2]  
[City, State, Zip]

**RE: Notice of Declination of Joint Representation Regarding [Matter/Case Name]**

Dear [Client Name 1] and [Client Name 2],

Thank you for contacting [Law Firm Name] regarding potential legal representation in the matter of [Brief Description of Matter]. You have requested that our firm represent both of you jointly in this legal proceeding.

After reviewing the information provided and performing a conflict of interest check, we must formally decline to represent you jointly at this time. Our professional ethical obligations prevent us from undertaking this joint representation due to a conflict of interest that has been identified between your respective positions.

Specifically, we have determined that [Optional: Brief, non-confidential description of the nature of the conflict, e.g., your interests in this matter are fundamentally adverse / the potential for inconsistent defenses exists]. Representation of both parties under these circumstances would impair our ability to provide independent and objective legal advice to each of you.

Please be advised of the following:

- **No Attorney-Client Relationship:** Our firm does not represent either of you in this matter. No attorney-client relationship has been formed.
- **Deadlines:** Your legal rights may be subject to strict time limits or statutes of limitations. Failure to take immediate action may result in the loss of your rights. We urge you to consult with independent legal counsel immediately.
- **Confidentiality:** Any confidential information you provided during our initial intake process will be maintained as confidential in accordance with our ethical duties, but we cannot act as your advocates.

We recommend that each of you seek separate, independent legal counsel to ensure your interests are fully protected. We have enclosed a list of other firms or the local bar association referral service for your convenience.

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]  
[Law Firm Name]