

[Date]

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

**RE: NOTICE OF NON-ENGAGEMENT Regarding [Matter Description/Case Name]**

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding representation in [Matter Name/Description]. We have carefully reviewed the information you provided and conducted a conflict of interest check.

I am writing to formally inform you that [Law Firm Name] cannot represent you or provide legal advice in this matter. Our firm has identified a conflict of interest that precludes us from taking on this engagement. This conflict arises because our firm [briefly state reason, e.g., already represents a party involved / has a prior relationship with an adverse party].

Please be advised of the following important points:

- **No Attorney-Client Relationship:** Our receipt of information from you and our review of this matter does not create an attorney-client relationship. We have not agreed to represent your interests.
- **Confidentiality:** We will maintain the confidentiality of any information you have shared with us during this initial intake process in accordance with our ethical obligations.
- **Legal Deadlines:** Your legal rights may be subject to strict time limits, such as statutes of limitations. If you do not file a formal claim or take specific legal action within these deadlines, you may lose your right to pursue this matter forever. Because we are not representing you, we will not monitor these deadlines on your behalf.
- **Seeking Other Counsel:** We recommend that you consult with another attorney or law firm immediately to ensure your rights are protected.

We are returning [mention any original documents provided, if applicable] to you with this letter. We have not retained copies of these original documents.

Thank you for considering our firm. We regret that we are unable to assist you with this specific matter.

Sincerely,

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