

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Subject Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your potential legal matter. We have reviewed the information you provided.

After careful consideration, we are unable to represent you in this matter. This decision is based on the fact that your case falls outside of our firm's current areas of practice. Please be advised that by declining this case, we are not expressing an opinion on the merits of your legal claims.

We recommend that you contact another attorney or your local Bar Association's Lawyer Referral Service as soon as possible if you wish to pursue this matter further. Please be aware that legal claims are subject to statutes of limitations, which are strict deadlines for filing a lawsuit. If you do not file your claim within the required time frame, you may be forever barred from pursuing your legal rights.

Enclosed with this letter, please find the original documents you provided to our office, specifically:

- [List Document 1]
- [List Document 2]
- [List Document 3]

We are not retaining copies of these documents for our files. Since we have not been retained as your legal counsel, no further action will be taken by this firm on your behalf.

Thank you for your interest in our firm. We wish you the best of luck in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosures: Original Documents as listed above.