

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: POTENTIAL LEGAL REPRESENTATION REGARDING [Insert Brief Description of IP Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your intellectual property matter. We have reviewed the information you provided concerning [Briefly describe the matter, e.g., your patent application / trademark dispute].

After careful consideration, this firm must decline to represent you in this matter. Our firm does not currently practice in the area of [Specific IP area, e.g., Patent Prosecution / Copyright Litigation], as it falls outside our current areas of legal expertise.

Please be advised that our decision to decline this case is not an opinion on the merits of your legal position. We have not performed a substantive investigation into the facts or law governing your situation.

IMPORTANT NOTICE REGARDING TIME LIMITS:

Most legal matters, particularly intellectual property filings and claims, are subject to strict deadlines and statutes of limitations. Failure to take legal action or file necessary documentation within these time frames may result in the permanent loss of your legal rights. We strongly recommend that you consult with another attorney who specializes in intellectual property law immediately to ensure your rights are protected.

Our firm has not accepted any fees from you, and no attorney-client relationship has been formed. We will return any original documents you provided under separate cover [or: are returning your original documents with this letter].

We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]