

[Date]

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

Re: Notice of Non-Engagement regarding [Specific Matter Description]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding representation in [Briefly Describe Matter]. We have reviewed the information provided to determine if we can assist you.

After performing a conflict of interest check, we have determined that a conflict exists that prevents us from representing you in this specific matter. Consequently, we cannot accept this engagement or provide you with legal advice regarding this case.

Please be advised that our decision not to represent you should not be taken as an opinion on the merits of your case. Because we are not representing you, we will not be monitoring any deadlines or statutes of limitations that may apply to your claim. Failure to file a formal legal action within specific timeframes may result in the loss of your legal rights.

We recommend that you consult with another attorney or law firm as soon as possible to ensure your interests are protected.

We are returning any original documents you provided to us along with this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]