

[Date]

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

RE: POTENTIAL LEGAL MATTER: [Insert Brief Description of Subject]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your inquiry into [Specific Legal Matter/Issue]. We have carefully reviewed the information you provided.

At this time, we must formally decline to represent you in this matter. Our firm's practice is limited to specific areas of law, and your case falls outside of our current practice areas. Please be advised that we are not expressing an opinion on the merits of your case, but rather we are unable to accept the engagement due to the nature of the legal issues involved.

Because we are not representing you, we will not be taking any action on your behalf. You should be aware that there are strict legal deadlines, known as statutes of limitations, which require you to file a lawsuit or take specific legal actions within a certain timeframe. If you fail to act before these deadlines expire, you may forever lose your right to pursue a claim. We strongly recommend that you consult with another attorney who specializes in [Relevant Practice Area] as soon as possible to ensure your rights are protected.

We are returning any original documents you provided to us during our initial consultation. We will not retain any further files regarding this matter.

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

Sincerely,

[Attorney Name]
[Law Firm Name]