

[Date]

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

Re: Notice of Non-Engagement regarding [Specific Matter/Case Name]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [brief description of the legal matter]. We have reviewed the information you provided.

I am writing to formally inform you that this firm cannot represent you in this matter. Our decision is based on the fact that the legal issues involved fall outside the jurisdictions in which our attorneys are licensed to practice law. Specifically, this firm is not authorized to practice in [State/Jurisdiction where matter is located].

Please be advised that we have not performed a detailed investigation into the merits of your case, and no attorney-client relationship has been formed. Consequently, we will not be taking any action on your behalf.

You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take formal action within the required timeframe, you may be forever barred from pursuing your claims. Because we are not representing you, we cannot advise you on the specific deadlines that apply to your case.

We recommend that you contact a licensed attorney in [State/Jurisdiction] or the local Bar Association immediately to ensure your rights are protected.

We are returning all original documents you provided to us regarding this matter [if applicable].

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

Sincerely,

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