

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: POTENTIAL REPRESENTATION REGARDING [MATTER DESCRIPTION]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding representation in [Matter Description].

After careful consideration of your request, we regret to inform you that our firm is unable to represent you in this specific matter. This decision is based on our current caseload and a temporary lack of sufficient firm capacity to provide the level of attention and resources your case requires at this time.

Please be advised that we have not performed a detailed investigation into the merits of your case, and we are not expressing a legal opinion regarding the potential outcome of your matter.

It is important for you to be aware that legal claims are subject to time limits known as statutes of limitations. If you fail to file a formal claim or lawsuit within these strict deadlines, you may be forever barred from pursuing your legal rights. Because we are not representing you, we cannot advise you on the specific deadlines that apply to your case.

We recommend that you consult with another attorney or the local bar association as soon as possible to ensure your rights are protected.

We wish you the best of luck in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]