

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

RE: Declination of Representation Regarding [Brief Description of Legal Matter]

Dear [Potential Client Name],

Thank you for consulting with [Law Firm Name] on [Date of Consultation] regarding [Specific Matter/Incident].

After reviewing the information you provided, we have decided that this firm will not represent you or your interests in this matter. This decision is not necessarily an opinion on the merits of your case, but rather a determination that we cannot accept this engagement at this time.

Please be advised that most legal claims are subject to strict time limits known as "Statutes of Limitations." If you do not file a formal legal action before the applicable deadline, you will be forever barred from pursuing your claim. Because we are not representing you, we will not be monitoring these deadlines on your behalf.

We strongly recommend that you consult with another attorney or legal service immediately if you wish to pursue this matter further.

We are returning all original documents you provided to us during our consultation [or: "We have not retained any documents provided by you"]. We will maintain our notes from the consultation in accordance with our confidentiality and records retention policies.

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

Sincerely,

[Attorney Name]

[Law Firm Name]