

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Matter Name/Description]

Dear [Potential Client Name],

Thank you for providing the documents and information regarding [Briefly describe the matter]. We have completed our review of these materials to determine whether [Law Firm Name] can represent you in this specific matter.

After careful consideration, we have decided not to accept representation of you or your interests in this matter. Accordingly, this firm does not represent you and will take no further action on your behalf.

Please be aware that most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim within these deadlines, you may be permanently barred from pursuing your legal rights. Because we are not your legal counsel, we have not calculated these deadlines for you. We strongly recommend that you consult with another attorney immediately to ensure your rights are protected.

We are returning all original documents you provided to us [Choose one: herewith / under separate cover]. We have not retained copies of these materials except as required by our internal records policy.

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

Sincerely,

[Attorney Name]

[Law Firm Name]