

[Date]

[Client A Name]
[Client A Address]

[Client B Name]
[Client B Address]

RE: Notice of Non-Engagement Regarding [Specific Matter Description]

Dear [Client A Name] and [Client B Name],

Thank you for contacting [Law Firm Name] regarding potential representation in connection with [Specific Matter Description]. As you are aware, our firm currently represents both of you in ongoing legal matters related to [General Representation Description].

After reviewing the details of this new specific matter, we have determined that a conflict of interest exists between your respective positions. Specifically, [Briefly describe the nature of the conflict, e.g., "your interests in this specific transaction are directly adverse"].

Because of this conflict, our firm cannot ethically represent either of you in this specific matter. Please be advised of the following:

- **No Attorney-Client Relationship:** We have not accepted representation of either party regarding [Specific Matter Description]. No attorney-client relationship has been formed for this specific issue.
- **Statute of Limitations:** Your legal rights may be subject to strict time limits or statutes of limitations. If you do not take action promptly, you may lose your right to pursue this matter.
- **Independent Counsel:** We strongly recommend that each of you seek independent legal counsel immediately to protect your interests in this specific matter.
- **Ongoing Representation:** This notice does not affect our existing representation of you in [General/Ongoing Matters]. We will continue to provide services for those unrelated matters as previously agreed.

We are returning herewith any original documents you provided to us regarding this new matter.

Sincerely,

[Attorney Name]
[Law Firm Name]