

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Matter, e.g., a potential personal injury claim].

After reviewing the information and documentation you provided, we have determined that we are unable to represent you in this matter. Our decision is based on our assessment that there is currently an insufficient legal or factual basis to pursue this specific claim with a reasonable expectation of success.

Please be advised that by declining this case, we are not expressing a definitive opinion on the ultimate merits of your position. Other attorneys or law firms may reach a different conclusion regarding the strength of your claim.

IMPORTANT NOTICE REGARDING DEADLINES:

Most legal claims are subject to strict time limits known as Statutes of Limitations. If you do not file a formal legal action within these specific timeframes, 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 encourage you to consult with another attorney immediately if you wish to seek a second opinion or continue pursuing this matter.

We are returning all original documents you provided to our office herewith. We will not be retaining a copy of your file.

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

Sincerely,

[Attorney Name]

[Law Firm Name]