

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

Re: Potential Representation regarding [Brief Description of Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm/Company Name] regarding your legal matter. We appreciate the opportunity to discuss your case with you.

After reviewing our records and the information provided, we have determined that our firm has a conflict of interest that prevents us from representing you in this matter. This decision is based on professional ethical obligations and does not represent a judgment on the merits of your case.

Because we cannot accept this engagement, we suggest that you contact another attorney or firm to assist you. To ensure you do not miss any legal deadlines or statutes of limitations, we recommend you act promptly. Missing such deadlines could result in the loss of your legal rights.

While we cannot represent you, we would like to refer you to the following [attorney/firm/bar association] who may be able to assist:

[Referral Name]

[Phone Number]

[Website/Email]

Please note that we have not accepted any confidential documents from you, and no attorney-client relationship has been formed. We will maintain the confidentiality of the preliminary information you have shared with us thus far.

Thank you for your understanding. We wish you the best in resolving this matter.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Company Name]