

[Date]

[Former Client Name]  
[Former Client Address]  
[City, State, Zip Code]

Dear [Former Client Name],

Thank you for contacting [Your Name/Firm Name] regarding [Description of New Matter].

After reviewing our records, we have determined that we are unable to represent you in this specific matter. This is due to a potential conflict of interest arising from our prior representation of [Name of Other Party/Entity] or our current obligations to other parties involved in this issue.

To ensure you receive effective legal counsel, we recommend that you contact another firm to handle this case. You may wish to contact:

[Name of Recommended Attorney/Firm]  
[Phone Number]  
[Email/Website]

Alternatively, you may contact the [State/Local] Bar Association's Lawyer Referral Service at [Phone Number].

Please be aware that legal claims are often subject to strict time limits known as statutes of limitations. We encourage you to seek new counsel immediately to ensure your rights are protected, as we will be taking no further action on your behalf regarding this matter.

We value the relationship we have had with you in the past and regret that we cannot assist you at this time.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Firm Name]