

[Your Name/Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Declination of Representation**

Dear [Recipient Name],

Thank you for contacting [Firm Name] regarding your legal matter involving [Brief Description of Matter].

After reviewing the details provided, we must formally decline to represent you in this matter. Our firm has identified a conflict of interest that prevents us from accepting this engagement under our professional ethical guidelines.

Please be advised that our decision not to represent you is based solely on this conflict and is not a reflection of the merits of your case. Because we are not your legal counsel, we cannot provide you with legal advice regarding your rights or any upcoming deadlines.

We recommend that you seek alternative legal counsel immediately. To assist you, we suggest contacting the following firm or resource:

[Referral Name/Organization]  
[Phone Number/Website]

Please be aware that legal claims are often subject to strict time limits known as statutes of limitations. If you do not file a formal claim within these periods, you may lose your right to pursue legal action. We urge you to consult with another attorney as soon as possible to ensure your interests are protected.

We will return any original documents you provided to us under separate cover. We wish you the best in resolving this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]