

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

Re: Legal Representation Inquiry - [Case Type/Matter Name]

Dear [Potential Client Name],

Thank you for contacting [Your Law Firm Name] regarding your legal matter. We appreciate you reaching out to us for assistance.

After reviewing the details of your inquiry, we regret to inform you that we are unable to accept new cases at this time. Our firm has reached its current maximum capacity, and we want to ensure that every client receives the dedicated time and attention their case deserves.

While we cannot represent you, we suggest that you contact the following attorney(s) or firm(s) who may be able to assist you with your specific needs:

- [Referral Attorney Name] - [Phone Number] - [Website/Email]
- [Referral Attorney Name] - [Phone Number] - [Website/Email]

Please be advised that our decision not to take your case is based solely on our current workload and is not an opinion on the legal merits of your claim. We recommend that you act quickly in contacting another attorney, as legal matters are subject to strict deadlines known as statutes of limitations. Failure to file a claim within these deadlines may result in the loss of your right to pursue legal action.

We wish you the best of luck with your matter.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm Name]