

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement

Dear [Potential Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Legal Matter]. We have completed our initial review of the information you provided to determine if we can represent you in this matter.

After careful consideration, we must inform you that we are unable to accept your case or represent you. Our decision is based on our professional assessment that there is currently insufficient legal merit to pursue this claim under existing law.

Please be advised that our firm is not your legal counsel. We have not taken any action on your behalf, and we will not be monitoring any deadlines or filings related to this matter.

It is important for you to know that most legal claims are subject to strict time limits known as Statutes of Limitations. If you fail to file a lawsuit within these timeframes, you will be forever barred from pursuing your claim. Because we are not representing you, we cannot advise you on the specific deadlines that apply to your case.

You may wish to seek a second opinion from another attorney or law firm. Another lawyer may reach a different conclusion regarding the merits of your case. We recommend you do so immediately if you intend to pursue this matter further.

We are returning any original documents you provided to us. We will maintain a digital copy of our consultation notes in accordance with our record retention policy.

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

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]