

[Date]

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

Re: Notice of Declination of Representation

Dear [Applicant Name],

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

We have completed our initial review of the information and documentation you provided. After careful consideration, we must inform you that we are unable to represent you in this matter. Our decision is based on our assessment that there is currently an insufficient legal basis or merit to proceed with the claim at this time.

Please be advised that our firm has not performed a comprehensive investigation, and this declination is based solely on the preliminary information provided. This decision does not necessarily mean that your case lacks merit entirely; other attorneys or firms may reach a different conclusion based on their own internal criteria.

**Important Notice Regarding Time Limits:** Please be aware that legal claims are subject to strict deadlines known as Statutes of Limitations. If you fail to file a formal legal action within these timeframes, you may be forever barred from pursuing your claim. Because we are not representing you, we will not be monitoring these deadlines on your behalf. We strongly encourage you to consult with another attorney immediately if you wish to seek a second opinion or pursue this matter further.

We are returning all original documents provided to us for our review herewith. We will maintain a copy of this correspondence in our records for our conflict-of-interest database.

We wish you the best of luck in resolving this matter.

Sincerely,

[Attorney Name]  
[Law Firm Name]