

[Date]

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

Re: Potential Claim Regarding [Brief Description of Subject Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your potential legal matter. We have completed our review of the information and documentation you provided.

At this time, we must inform you that we are unable to represent you in this matter. Our decision is based on our assessment that your claim does not appear to have sufficient legal merit to proceed under current law or within the scope of our firm's practice standards.

Please be advised that our firm does not represent you in this matter. We have not taken any action on your behalf, and we will not be taking any further action. No attorney-client relationship has been formed.

You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you fail to file a formal claim or lawsuit within these time periods, you will be permanently barred from pursuing your legal rights. Because these deadlines may be approaching, we recommend that you consult with another attorney or legal service provider immediately if you wish to obtain a second opinion.

We are returning all original documents you provided to us with this letter. We will not be retaining copies of your file.

Thank you for considering our firm. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]  
[Law Firm Name]