

[Date]

[Potential Client Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Non-Engagement Regarding [Subject Matter]

Dear [Potential Client Name],

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

At this time, we have determined that we are unable to represent you in this matter. Our decision is based on our assessment that the information provided does not currently present an actionable claim that falls within our firm's area of practice or meets our criteria for litigation.

Please be advised that by declining this case, we are not providing a formal legal opinion on the ultimate merits of your situation. Other attorneys may reach a different conclusion. Because legal claims are subject to strict time limits known as statutes of limitations, we strongly encourage you to consult with another attorney or legal service immediately to ensure your rights are protected.

Our firm has not accepted any payment from you, and no attorney-client relationship has been formed. We will return any original documents you provided under separate cover.

We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]