

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

Re: Declination of Representation Regarding [Brief Description of Matter]

Dear [Prospective 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 are unable to accept representation of your case. Our decision is based on our assessment that there is currently an insufficient factual basis to proceed with a legal claim. Specifically, [Optional: Insert brief mention of missing evidence or facts, e.g., there is a lack of documentation to support the allegations].

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 action in the future. You should not rely on this firm to protect your legal interests.

Please be aware that legal claims are subject to time limits known as statutes of limitations. If you fail to file a lawsuit or take specific legal action within these timeframes, you may be forever barred from pursuing your claims. Because we are not representing you, we cannot provide you with the specific dates that apply to your situation. We strongly recommend that you consult with another attorney or legal service immediately if you wish to pursue this matter further.

We will return the original documents you provided to us under separate cover [or: We are returning your original documents with this letter]. We will maintain a digital copy of our intake notes for our records in accordance with our retention policy.

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

Sincerely,

[Attorney Name]

[Law Firm Name]