

[Date]

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

RE: POTENTIAL CLAIM REGARDING [Brief Description of Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding the matter referenced above. We have completed our preliminary review of the information and documentation you provided to determine if we can represent you.

Based upon our evaluation of the facts and the applicable law, we have determined that there is no viable cause of action or legal basis upon which we can proceed with a formal claim. Consequently, we are unable to accept representation of you in this matter.

Please be advised that our decision is based solely on the information provided to us during this initial intake process. It does not constitute a formal legal opinion on the ultimate merits of your case, nor does it prevent you from seeking a second opinion from another attorney or law firm.

IMPORTANT NOTICE REGARDING STATUTES OF LIMITATIONS:

Please be aware that all legal claims are subject to strict time limits known as "Statutes of Limitations." If you fail to file a lawsuit within the time period required by law, you will be forever barred from pursuing your claim. Because we are not representing you, we will not be monitoring these deadlines. We strongly encourage you to consult with another attorney immediately if you wish to continue pursuing this matter.

We are returning all original documents you provided to us [or: we are destroying the copies provided to us]. Since we have not accepted your case, no attorney-client relationship has been formed between you and this firm.

We wish you the best of luck in your future endeavors.

Sincerely,

[Attorney Name]
[Law Firm Name]