

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

RE: Notice of Decision Regarding Legal Representation - [Case Name/Reference]

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding your potential claims against [Opposing Party Name]. We have completed a thorough review of the information and documentation you provided.

After careful consideration, we regret to inform you that we are unable to accept your case or provide you with legal representation at this time. Our decision is based on our assessment that the case currently lacks sufficient legal merit to proceed under our firm's requirements for litigation.

Please be advised that our decision is not a definitive legal opinion on the ultimate validity of your claim. Other attorneys or firms may reach a different conclusion based on their own evaluation criteria. We encourage you to seek a second opinion from another legal professional if you wish to pursue this matter further.

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 do not file a formal lawsuit within the required timeframe, you will be forever barred from pursuing your claim. Because we are not representing you, we will not be monitoring these deadlines on your behalf. We urge you to consult with another attorney immediately to ensure your rights are protected.

We are returning any original documents you provided to us [enclosed/under separate cover]. We will retain a digital copy of our evaluation for our internal records in accordance with our retention policy.

Thank you for the opportunity to review your matter. We wish you the best of luck in your future endeavors.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Law Firm Name]