

[Your Name/Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Claimant Name]  
[Claimant Address]  
[City, State, Zip Code]

**Re: Notice of Non-Engagement Regarding Settlement Negotiations**

Claim Reference: [Claim Number/Case Name]

Dear [Claimant Name],

Thank you for contacting [Your Name/Firm Name] regarding your interest in legal representation for settlement negotiations related to [Brief Description of Incident/Claim].

We have reviewed the information provided. Please be advised that [Your Name/Firm Name] will not be able to represent you or act on your behalf in this matter. This decision is not an opinion on the merits of your claim, but rather a result of our current caseload and internal evaluation criteria.

**Important Legal Deadlines:**

Please be aware that there are strict time limits, known as statutes of limitations, within which legal actions must be filed. If you do not file a formal legal action or settle your claim before these deadlines expire, you will be permanently barred from pursuing your claim. We recommend that you consult with another attorney immediately to ensure your rights are protected.

Since we are not representing you, we will not be taking any further action on your behalf, and we are returning any original documents you provided to us. We have not provided any legal advice regarding your case, and no attorney-client relationship has been formed.

We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Firm Name]