

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Matter].

We have performed a formal conflict of interest check regarding this matter. We regret to inform you that we are unable to represent you at this time because a conflict of interest exists with one of our current or former clients. Therefore, we cannot accept this engagement or provide you with legal advice.

Please be advised that our decision not to represent you should not be taken as an opinion on the merits of your case. Because we are not your legal counsel, we will not be taking any action on your behalf.

You are cautioned that most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim within these periods, you may lose your right to pursue legal action forever. We strongly recommend that you consult with another attorney or your local bar association immediately to protect your interests.

We are returning all original documents you provided to our office herewith. We have not retained copies of these materials.

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]

[Law Firm Name]