

[Date]

[Prospective Co-Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: Potential Co-Counsel Arrangement Regarding [Client Name/Matter Name]

Dear [Name]:

Thank you for discussing the possibility of our firms working together as co-counsel in representing [Client Name] regarding [Description of Matter].

This letter is to formally notify you that [Your Law Firm Name] will not be entering into a co-counsel arrangement with your firm regarding this specific matter at this time. We have decided not to move forward with this association for [internal reasons/a potential conflict of interest/strategic reasons].

Please note the following:

- **No Attorney-Client Relationship:** Our firm has not been retained by [Client Name], and no attorney-client relationship has been established between our firm and the prospective client.
- **No Responsibility for Deadlines:** Our firm will not be monitoring any statutes of limitations, filing deadlines, or court dates related to this matter.
- **Confidentiality:** Any confidential information shared during our preliminary discussions will continue to be handled in accordance with our professional ethical obligations.

We appreciate the opportunity to consider this collaboration and wish you and the client the best in resolving this matter. We look forward to the possibility of working with your firm on other matters in the future.

Sincerely,

[Your Signature]

[Your Name]

[Your Law Firm Name]

cc: [Client Name, if applicable]