

[Date]

[Potential Co-Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement Regarding [Case/Matter Name]

Dear [Name],

Thank you for discussing the possibility of our firm serving as co-counsel alongside [Your Firm Name] in representing [Client Name] regarding [Description of Matter].

After performing a formal conflict of interest check, we have determined that a conflict exists involving [Briefly mention nature of conflict, e.g., a current client or a former client], which prevents us from accepting this representation.

Accordingly, please be advised that our firm cannot act as co-counsel in this matter. We have not accepted any legal responsibility for this case, and no attorney-client relationship has been formed between our firm and the client or between our firm and yours regarding this specific matter.

We have not retained any confidential documents provided during our preliminary discussions and have [destroyed/returned] all materials related to this inquiry to ensure the protection of all parties involved.

Please note that this matter may be subject to strict statutes of limitations or deadlines. We recommend that you and the client proceed promptly with alternative arrangements to ensure the client's interests are protected.

We appreciate the opportunity to consider this collaboration and hope to work with your firm on future matters where no conflict exists.

Sincerely,

[Your Name]

[Your Law Firm]

cc: [Client Name, if applicable]