

[Date]

[Inquiring Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Potential Co-Counsel Engagement regarding [Client Name/Matter Name]

Dear [Inquiring Attorney Name],

Thank you for reaching out to [Law Firm Name] regarding the possibility of our firm serving as co-counsel in the above-referenced matter. We appreciate the opportunity to review the details you provided.

After careful consideration, we must respectfully decline this engagement. Our firm is currently operating at full capacity, and we are unable to commit the necessary time and resources required to provide the high level of service this matter deserves.

Please note that by declining this request, our firm has not performed a detailed analysis of the legal merits of the case, nor have we performed a conflict check. Furthermore, this communication does not create an attorney-client relationship between our firm and you or your client.

We wish you and your client the best in resolving this matter. Thank you again for considering our firm.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]