

[Date]

[Potential Co-Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Potential Co-Representation of [Client Name] regarding [Matter/Case Name]

Dear [Name],

Thank you for discussing the possibility of our firm serving as co-counsel in the above-referenced matter. After a careful review of the jurisdictional requirements and our current resources, I am writing to formally decline this engagement.

Our firm is unable to accept this matter specifically because [State/Jurisdiction] falls outside our primary area of practice, and we do not maintain the necessary licensure or local office requirements to effectively serve as co-counsel in this specific jurisdiction at this time.

Please be advised that we have not performed a substantive review of the merits of the case, nor have we performed a conflict check beyond the initial intake phase. Because we are not representing the client in this matter, we will not be taking any action to protect the client's interests, including the monitoring of any statutes of limitations or filing deadlines.

We recommend that you or the client secure alternative local counsel immediately to ensure that all legal rights are preserved. We will be closing our file regarding this inquiry effective immediately.

We appreciate you reaching out to us and wish you the best of luck with the resolution of this case.

Sincerely,

[Your Name]

[Your Law Firm Name]

cc: [Client Name, if applicable]