

[Date]

[Name of Prospective Co-Counsel]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Potential Co-Counsel Arrangement - [Client Name / Case Name]

Dear [Name],

Thank you for taking the time to consult with me on [Date] regarding the possibility of our firms working together as co-counsel on the above-referenced matter.

After careful consideration and review of the case details, I am writing to formally notify you that [My Firm Name] will not be entering into a co-counsel agreement or representing the client in this matter. We will not be taking any further action on this file.

Please be advised that this decision is not an opinion on the merits of the case. Because we are not representing the client, we will not be monitoring any deadlines, including the statute of limitations. It is imperative that the client be mindful of all filing deadlines to preserve their legal rights.

We have returned all original documents provided to us during our consultation. We have not retained any confidential information that would prevent us from representing other parties in the future, nor have we established an attorney-client relationship with the prospective client through this preliminary discussion.

We appreciate the opportunity to have discussed this potential collaboration and wish you the best with your practice.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm Name]