

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Non-Engagement Regarding [Matter Name/Case Number]**

Dear [Client Name],

Thank you for contacting [Law Firm Name] regarding your legal matter. We have carefully reviewed your request for legal representation in conjunction with our proposed co-counsel arrangement with [Co-Counsel Firm Name].

As we discussed, our firm's ability to accept this matter was contingent upon the involvement of [Co-Counsel Firm Name] to provide specific expertise and resources. Because you have formally objected to the proposed co-counsel arrangement, we must respectfully decline to represent you in this matter.

Please be advised that by sending this letter, [Law Firm Name] does not represent you, and no attorney-client relationship has been formed. Consequently, we will not be taking any action on your behalf regarding this case.

We recommend that you consult with other legal counsel immediately. Please be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal claim or take specific legal action within these timeframes, you may be forever barred from pursuing your rights. We have not performed a calculation of the specific deadlines applicable to your case, so you should seek new counsel promptly to protect your interests.

We are returning any original documents you provided to us [Option: via enclosed envelope/under separate cover]. We will maintain our file regarding this inquiry in accordance with our document retention policy.

Thank you for your interest in our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]