

**[Date]**

**[Co-Counsel Name]**

[Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: Notice of Non-Engagement regarding [Client Name / Case Name]**

Dear [Co-Counsel Name],

I am writing to formally follow up on our previous attempts to contact your office regarding the potential joint representation of [Client Name] in the matter of [Case/Matter Description].

We have attempted to reach you via [phone/email/letter] on the following dates: [List Dates]. As of this date, we have not received a response or the necessary documentation required to finalize our co-counsel arrangement.

Due to this lack of communication and the pending deadlines associated with this case, we are unable to enter into a formal co-counsel agreement with your firm. Please be advised that [Your Law Firm Name] does not represent you, your firm, or [Client Name] in connection with this matter at this time.

We are informing [Client Name] that we will not be moving forward as co-counsel so they may seek alternative legal arrangements or continue with your firm exclusively. We have enclosed/attached any original documents provided to us regarding this file.

Please note that certain statutes of limitation or court deadlines may be approaching. We strongly recommend that immediate action be taken to protect the client's interests.

Sincerely,

[Your Name]

[Your Law Firm Name]

cc: [Client Name]