

[Date]

[Potential Co-Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement regarding [Matter Name/Client Name]

Dear [Name],

Pursuant to our recent discussions concerning potential joint representation or co-counsel status in the above-referenced matter, this letter serves as formal notification that [Law Firm Name] will not be entering into a co-counsel relationship with you or your firm at this time.

Our decision is based on a review of our current professional liability policy requirements and internal conflict protocols. This decision does not constitute an opinion on the merits of the underlying case or the legal position of the parties involved.

Please be advised that [Law Firm Name] has not performed a substantive review of the file, has not docketed any applicable statutes of limitations, and will not be taking any action to protect the interests of the client in this matter. We recommend that the client be notified immediately of this non-engagement to ensure their interests remain protected and all filing deadlines are met.

We are returning any original documents or materials you provided to us during our preliminary evaluation.

Thank you for considering our firm. We wish you the best in the resolution of this matter.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]