

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Applicant Name],

Thank you for contacting [Law Firm Name] regarding your request for pro bono legal representation concerning [Brief Description of Legal Matter].

After reviewing your inquiry, we must inform you that we are unable to accept your case at this time. This decision is based on the fact that your legal matter falls outside of our firm's primary areas of practice and expertise. Our firm specializes in [List Firm's Practice Areas], and we do not handle matters related to [Specific Area of Applicant's Matter].

Please be advised that by declining this matter, we are not expressing an opinion on the merits of your case. Furthermore, our firm has not performed any legal services on your behalf, and no attorney-client relationship has been formed.

It is important for you to be aware that most legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal legal action within these deadlines, you may lose your right to pursue your claim forever. We strongly recommend that you consult with another attorney or a legal aid organization immediately to ensure your rights are protected.

You may wish to contact the following resources for assistance:

- [Local Bar Association Referral Service] - [Phone Number]
- [Local Legal Aid Office] - [Phone Number]
- [Statewide Volunteer Lawyer Program] - [Website/Phone]

We wish you the best in resolving this matter.

Sincerely,

[Attorney Name/Firm Representative]

[Law Firm Name]