

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Applicant Name],

Thank you for meeting with me on [Date of Consultation] to discuss your legal matter regarding [Brief Description of Legal Issue].

I have carefully reviewed your request for pro bono legal representation. At this time, I am unable to accept your case for representation. This decision is based on [optional: current caseload / a conflict of interest / the matter falling outside my area of expertise], and does not represent an opinion on the legal merits of your case.

Please be advised that no attorney-client relationship has been formed between us. Consequently, I will not be taking any action on your behalf, and I will not be monitoring any deadlines related to your matter.

Legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal legal action within these timeframes, you may lose your right to pursue your claim forever. I strongly recommend that you contact another attorney or a local 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]
- [Local Legal Aid Office]
- [Other Relevant Resource]

I am returning the original documents you provided during our consultation. I will keep a digital copy of our consultation notes for my records in accordance with my firm's retention policy.

Thank you for your interest. I wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]