

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Applicant Name],

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

We have completed a preliminary review of the information and documents you provided. After careful consideration, we must inform you that we are unable to accept your case for representation. Our decision is based on our assessment that the matter does not meet the specific legal merit requirements necessary for our firm to proceed with pro bono involvement at this time.

Please be advised that by declining this case, [Firm/Organization Name] is not acting as your legal counsel. No attorney-client relationship has been formed. Consequently, we will not be taking any action on your behalf, such as filing documents, tracking deadlines, or representing you in court.

Your legal matter may be subject to strict time limits known as statutes of limitations. If you do not file a formal legal action within these time frames, you may lose your right to pursue your claim forever. Therefore, we strongly recommend that you consult with another attorney or a local legal aid society immediately to ensure your rights are protected.

We are returning all original documents you provided to us along with this letter. We will not retain a copy of your file unless required by our internal records policy.

We wish you the best of luck in resolving this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Firm/Organization Name]