

[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 the information you provided, we regret to inform you that we are unable to accept your case for representation at this time. This decision is not a reflection of the merits of your legal matter, but rather based on our current caseload, available resources, and firm guidelines.

Please be advised that by declining this request, [Law Firm Name] does not represent you. No attorney-client relationship has been formed. We will not be taking any action on your behalf, and we will not be monitoring any deadlines associated with your case.

Legal matters are often subject to strict time limits known as statutes of limitations. If you fail to file a claim or take legal action within these periods, you may lose your right to pursue your case forever. We strongly recommend that you contact another attorney or a local legal aid organization immediately to ensure your rights are protected.

For further assistance, you may wish to contact:

- [Local Bar Association Referral Service]
- [Local Legal Aid Office Name and Phone Number]

We are returning any original documents you provided to us along with this letter.

We wish you the best in resolving this matter.

Sincerely,

[Attorney Name/Firm Representative]

[Law Firm Name]