

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Notice of Non-Representation regarding [Case Name/Case Number]

Dear [Applicant Name],

Thank you for contacting [Law Firm/Organization Name] regarding legal representation for your ongoing litigation, [Case Name]. We have reviewed the information and materials you provided concerning this matter.

I am writing to formally inform you that [Law Firm/Organization Name] will not be able to represent you in this case on a pro bono basis. This decision is based on our current caseload and internal criteria for accepting new matters, and it is not a reflection of the merits of your case.

Because you are involved in active litigation, it is critical that you understand the following:

- **No Attorney-Client Relationship:** Our firm does not represent you. No attorney-client relationship has been formed. We will take no action on your behalf regarding this litigation.
- **Pending Deadlines:** Your case is subject to specific legal deadlines, statutes of limitations, and court-ordered dates. Failure to comply with these deadlines may result in the loss of your legal rights or the dismissal of your case.
- **Seek Other Counsel:** We strongly recommend that you contact other attorneys or your local bar association's referral service immediately to ensure your interests remain protected.

We are returning all original documents you provided to us [or: We will maintain your documents for X days before destroying them]. We have not retained copies of your file.

Thank you for your interest in our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name/Signature]

[Law Firm/Organization Name]