

[Date]

[Prospective Lead Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Local Counsel Representation - [Case Name/Matter Description]

Dear [Name],

Thank you for contacting [Your Law Firm Name] regarding our potential service as local counsel in the matter referenced above. After reviewing the details provided and performing a conflict of interest check, I am writing to formally notify you that we are unable to accept this representation.

Please be advised that by declining this engagement, no attorney-client relationship has been formed between [Your Law Firm Name] and [Client Name]. Consequently, we will not be taking any action on behalf of the parties involved, including the filing of documents, monitoring of court deadlines, or appearing at hearings.

We recommend that you secure alternative local counsel immediately to ensure that all filing deadlines and statutes of limitations are met. Failure to act within the prescribed legal timeframes may result in the loss of legal rights.

We have returned all documents provided to us in connection with this inquiry. We have not retained copies of any confidential materials.

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

Sincerely,

[Your Name]

[Your Law Firm Name]