

[Date]

[Potential Lead Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: POTENTIAL ENGAGEMENT AS LOCAL COUNSEL: [Case Name or Matter Description]

Dear [Name],

Thank you for contacting our firm regarding the possibility of serving as local counsel for [Potential Client Name] in the above-referenced matter.

Following a formal review of our records, we have determined that a conflict of interest exists that prevents us from accepting this representation. This conflict arises from our firm's current or prior representation of [Name of Adverse Party] or an affiliated entity.

Accordingly, we must formally decline this engagement. Please be advised that we have not performed a substantive review of any documents, we have not formed an attorney-client relationship, and we will not be taking any action on behalf of the potential client.

Please note that legal claims are subject to various statutes of limitations and filing deadlines. Failure to act within these timeframes may result in the loss of legal rights. We recommend that you secure alternative local counsel immediately to ensure all interests are protected.

We are returning all materials provided to us during this intake process and have not retained copies of any confidential information.

Sincerely,

[Your Name]

[Your Law Firm Name]