

[Date]

[Prospective Lead Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Potential Engagement as Local Counsel - [Case Name/Matter Description]

Dear [Name],

Thank you for contacting [Your Law Firm Name] regarding the possibility of serving as local counsel in the above-referenced matter. We appreciate the opportunity to review this potential engagement.

After careful consideration, we must formally decline to represent you and your client in this matter. Our decision is based solely on our firm's current workload and lack of capacity to dedicate the necessary time and resources required for this specific case at this time.

Please be advised that we have not performed a substantive review of the merits of the case, nor have we taken any action to protect the client's interests. We have not accepted any confidential information, and no attorney-client relationship has been formed between our firm and the parties involved.

We recommend that you secure alternative local counsel immediately to ensure that all deadlines, including statutes of limitations or court-mandated filings, are met.

We appreciate your interest in our firm and wish you the best with this litigation.

Sincerely,

[Your Name]

[Your Law Firm Name]