

[Date]

[Inquiring Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement - Pro Hac Vice Sponsorship

Dear [Inquiring Attorney Name],

Thank you for contacting [Your Law Firm Name] regarding local sponsorship for your Pro Hac Vice admission in the matter of [Case Name/Number] pending in the [Court Name].

This letter confirms that our firm is unable to serve as your local counsel or sponsor your admission in this matter. We have not performed a conflict-of-interest check, nor have we reviewed the merits of the case.

Please be advised that:

- No attorney-client relationship has been formed between our firm and you, your law firm, or your client.
- We will not be filing any appearance, motions, or responsive pleadings on your behalf.
- We will not be monitoring any court deadlines or statutes of limitation related to this matter.

We recommend that you secure local counsel immediately to ensure that all jurisdictional requirements and court deadlines are met. Our decision not to accept this sponsorship should not be viewed as an opinion on the merits of your case.

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

Sincerely,

[Your Name]

[Your Law Firm Name]