

[Date]

[Potential Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement - [Case Name/Matter Description]

Dear [Name],

Thank you for contacting [Law Firm Name] regarding potential local counsel representation in the matter of [Case Name/Reference Number].

Following our consultation on [Date], this letter is to formally confirm that our firm will not be representing you or your lead counsel as local counsel in this matter. We have not been retained, and no attorney-client relationship has been established between us.

Please be advised that legal claims are subject to strict time limits known as statutes of limitations. If you do not file your legal action or responsive pleadings within the required timeframes, you may lose your right to pursue your claims or defend your interests. We strongly recommend that you consult with other legal counsel immediately to ensure your rights are protected.

We are returning all original documents you provided during our consultation. We will not be maintaining a file on this matter.

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

Sincerely,

[Your Name]

[Law Firm Name]