

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

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

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding potential representation as local counsel in the matter referenced above.

As we discussed, we are unable to accept this representation at this time. Our decision is based on our inability to reach an agreement regarding the proposed fee structure and financial terms of the engagement.

Please be advised that [Law Firm Name] does not represent you in this or any other matter. We have not taken any action on your behalf, and we will not be monitoring any deadlines or statutes of limitations related to your case. Failure to take legal action within specific time limits may result in the loss of your legal rights. We strongly recommend that you consult with other legal counsel immediately to ensure your interests are protected.

We are returning any original documents you provided to our office during our consultation. We will not be retaining a file on this matter.

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

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]