

[Date]

[Prospective Client Name]  
[Prospective Client Address]  
[City, State, Zip Code]

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

Dear [Name],

Thank you for contacting [Law Firm Name] regarding your request for local counsel representation in [State/Jurisdiction] for the matter referenced above.

After reviewing the details provided, we must inform you that we are unable to accept this representation. Our firm's decision is based on the fact that the specific legal issues involved in this matter fall outside our current scope of practice and areas of expertise.

Please be advised that by sending this letter, we are not acting as your attorneys. No attorney-client relationship has been formed, and we will not be taking any action on your behalf regarding this matter. We have not performed a substantive review of your documents, nor are we providing a legal opinion on the merits of your case.

We recommend that you contact another firm or the local Bar Association's lawyer referral service immediately. Please be aware that legal claims are subject to strict deadlines known as statutes of limitations. If you do not file your claim or take specific legal action within these timeframes, you may be forever barred from pursuing your legal rights.

We are returning all original documents you provided to us with this letter. We will not be retaining copies of your file.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]