

[Date]

[Potential 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 reaching out to [Law Firm Name] regarding the possibility of our firm serving as local counsel in the above-referenced matter.

We have carefully reviewed the proposed terms of engagement and the requested fee structure. Unfortunately, we are unable to accept the terms as presented. Specifically, [Optional: Insert specific reason, e.g., the indemnity requirements / the capped fee structure / the reporting obligations] do not align with our firm's internal policies and standard operating procedures.

As a result, we must respectfully decline this representation. Please be advised that we have not performed any legal services on this matter, and no attorney-client relationship has been established between our firm and [Potential Client Name] or your firm.

We recommend that you seek alternative local counsel immediately to ensure that all filing deadlines and local court requirements are met. We will maintain the confidentiality of any sensitive information you have shared with us during this preliminary discussion, to the extent required by professional ethics rules.

We appreciate the opportunity to consider this matter and wish you the best in its resolution.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]