

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Applicant Name],

Thank you for contacting [Law Firm Name] regarding your potential legal matter involving [Brief Description of Matter].

As we discussed, this letter serves to formally confirm that [Law Firm Name] will not be representing you in this matter. Our decision is based on your notification that you have selected alternative legal counsel to handle your case.

Please be advised that because we are not representing you, we will not be taking any action on your behalf. We have not performed an investigation into the merits of your claim, nor have we calculated any specific deadlines or statutes of limitations that may apply to your case.

Legal claims are subject to strict time limits. Failure to file a formal claim or lawsuit within the applicable statute of limitations will result in the permanent loss of your legal rights. Since we are not your attorneys, we strongly recommend that you consult immediately with your chosen counsel to ensure all deadlines are met.

We are returning herewith all original documents you provided to us for our initial review.

We wish you the best of luck with your legal matter.

Sincerely,

[Attorney Name]
[Law Firm Name]