

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Brief Description of Legal Matter].

This letter is to formally confirm that this firm will not represent you in this matter. We have not undertaken an investigation into the merits of your case, and we are not expressing an opinion as to whether you have a valid legal claim.

Please be advised that no attorney-client relationship has been formed between you and [Law Firm Name]. Consequently, we will not be taking any action on your behalf, and we will not be monitoring any deadlines associated with your situation.

You should be aware that legal claims are subject to time limits known as "statutes of limitations." If you fail to file a legal action within the required timeframe, you may be forever barred from pursuing your claims. Because we are not representing you, we cannot advise you on the specific deadlines that apply to your case.

We recommend that you consult with another attorney or legal service provider as soon as possible if you wish to pursue this matter further.

We are returning herewith any original documents you provided to us during our initial consultation.

Thank you for considering our firm.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]