

[Date]

[Prospective Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Non-Engagement Following Litigation Pitch regarding [Matter Name/Case Reference]

Dear [Name],

Thank you for the opportunity to present a proposal for [Law Firm Name] to represent you in the above-referenced litigation matter. We enjoyed meeting with your team and learning more about your objectives.

We are writing to formally confirm that [Law Firm Name] will not be representing you or [Company Name] in this matter. This decision does not constitute an opinion on the merits of your case.

Please be advised that most legal claims are subject to strict time limits known as statutes of limitations. If you fail to file a formal claim within these deadlines, you may be forever barred from pursuing your rights. Because we are not representing you, we will not be monitoring these deadlines or taking any action to protect your interests. We recommend that you consult with other legal counsel immediately to ensure your rights are preserved.

We have returned all original documents provided to us during the pitch process. We will maintain the confidentiality of any proprietary information shared with us during our discussions, in accordance with our ethical obligations.

We appreciate your interest in our firm and wish you the best of luck with this matter. We hope to have the opportunity to work with you in the future should another occasion arise.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]