

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Notice of Non-Engagement regarding [Subject Matter/Case Name]

Dear [Recipient Name],

Thank you for contacting [Your Name/Firm Name] regarding representation in the above-referenced matter. After reviewing the details provided, we must inform you that we are unable to represent you or provide you with legal advice.

Our decision is based on a conflict of interest. Our firm currently represents [Opposing Party Name] in this or a related matter. Professional ethical standards prohibit us from representing parties with adverse interests.

Please be advised of the following:

- No attorney-client relationship has been formed between you and this firm.
- We have not performed a substantive review of your legal rights or the merits of your claim.
- Legal claims are often subject to strict deadlines known as statutes of limitations. If you do not file a formal legal action within these time limits, you may lose your right to pursue your claim forever.

We recommend that you consult with another attorney immediately to ensure your legal interests are protected. You may wish to contact the [State/Local] Bar Association for a referral.

We are returning any original documents you may have provided to us. We have not retained copies of these materials.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]