

[Date]

[Potential Client Name]
[Potential Client Address]
[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Potential Client Name],

Thank you for consulting with [Law Firm Name] on [Date of Consultation] regarding [Brief Description of Legal Matter].

This letter is to formally confirm that [Law Firm Name] will not be representing you in this matter. We have not been retained as your legal counsel, and no attorney-client relationship has been formed. Consequently, we will take no further action on your behalf.

IMPORTANT WARNING REGARDING STATUTE OF LIMITATIONS

Please be advised that most legal claims are subject to strict time limits known as the "Statute of Limitations." If you do not file a formal legal action within the timeframe required by law, you will be forever barred from pursuing your claims and will lose your right to recover any damages or seek relief.

Because we are not representing you, we have not calculated the specific deadlines applicable to your case. We strongly recommend that you consult with another attorney immediately to ensure your legal rights are protected and that all necessary documents are filed before any deadlines expire.

We are returning any original documents you provided to us during our meeting. We will maintain a copy of this non-engagement notice for our records.

We wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]