

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Disengagement and Conflict of Interest

Dear [Recipient Name],

Thank you for contacting [Firm/Company Name] regarding [Brief Description of Legal Matter/Potential Case].

Following a formal review of our records, we have identified a conflict of interest that prevents us from representing you or providing further legal advice in this matter. This conflict arises because [Optional: we currently represent or have previously represented an adverse party / our firm is involved in a related matter]. Professional ethics rules prohibit us from proceeding under these circumstances.

Accordingly, please be advised that we are formally declining representation. No attorney-client relationship has been formed, and we will not be taking any action on your behalf.

IMPORTANT WARNING REGARDING STATUTES OF LIMITATIONS:

Please be aware that your legal claims are subject to strict deadlines known as "Statutes of Limitations." If you do not file a formal lawsuit or take specific legal action within these timeframes, you will be forever barred from pursuing your claims. Because we are not representing you, we cannot advise you on the specific dates these deadlines expire for your case.

We strongly recommend that you consult with another attorney immediately to ensure your rights are protected and that all filing deadlines are met. You may contact the [State/Local] Bar Association's Lawyer Referral Service if you require assistance finding alternative counsel.

We are returning all original documents provided to us by separate cover [or: enclosed herewith]. We will maintain our file regarding this conflict check in accordance with our retention policy.

Sincerely,

[Your Name/Partner Name]

[Firm Name]