

[Your firm name and logo]

CONFIDENTIAL

[Law firm name]

[Firm address]

[Date]

By email to [email address] and certified mail, return receipt requested

[Prospective client name]

[Address]

Re: Your inquiry about [short description of the matter]

Dear [Prospective client name],

Thank you for speaking with me on [consultation date] about [the matter as you described it].

We will not represent you

This letter confirms that [Law firm name] will not represent you in this matter. No attorney-client relationship exists between you and our firm, and we are taking no action on your behalf.

Reason: conflict of interest (optional)

We are unable to accept this matter because of a conflict of interest. Our professional rules do not allow us to share details about it.

Reason: practice area or capacity (optional)

Our firm does not handle this type of matter [or: is not able to take on new matters of this kind at this time].

Reason: declined after review (optional)

After considering your inquiry, we have chosen not to take on this matter. This is not a judgment about whether your claim has merit.

Reason: engagement not completed (optional)

We asked you to sign our engagement letter and pay the retainer by [date]. Because we did not receive them, we are treating this matter as declined.

No opinion on your claim

We have not investigated the facts or researched the law that applies to your situation, and we express no opinion about your chances of success. Anything we discussed was preliminary and should not be relied on.

Deadlines may apply

Claims like yours may be subject to statutes of limitations and other deadlines, some of them short. If a deadline passes, you may lose your rights. Neither our consultation nor this letter extends any deadline. We urge you to speak with another lawyer promptly.

Finding another lawyer (optional)

You may wish to contact [name of lawyer or firm] or the lawyer referral service of [state bar], at [contact details].

Your documents

We are returning the original documents you gave us [enclosed / by (date)]. We will keep only the copies we need for our conflict records.

Confidentiality

What you told us during the consultation remains confidential, and we will not use or reveal it except as our professional rules permit.

Fees

You owe us nothing for the consultation [or: the consultation fee you paid covered the meeting only, and no further fee is due].

We wish you the best in resolving this matter.

Sincerely,

[Attorney name], [Bar number]

[Law firm name]