

[Non-Engagement Letter]

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Dear {Salutation}:

In response to your request when you contacted this firm, I have reviewed the information you provided regarding possible representation in the matter of: _____. I appreciate the confidence you have expressed in our firm; however, the firm has decided not to represent you in this matter. Therefore, I am returning with this letter the documents you provided for my review. In declining to represent you in this matter, please understand that we are not expressing any opinion concerning the merits of your case.

If you still wish to pursue this legal matter or make a claim against any other party, you should be aware that the passage of time may bar you from doing so. Since time is always important in legal matters and could be critically short in your case, if you decide to contact another law firm about this matter, I recommend that you do so immediately.

We are not charging any fee for reviewing your case, since we have declined to represent you and are not expressing an opinion as to the merits of your case. If you need legal assistance for other matters in the future, I hope you will again consider our firm. Should you have any questions, please contact me.

Sincerely,

Firm Name

Lawyer Name

Enclosure