**Form Non-Engagement Letter**

**\*\*\*Note: All notes in italics, bold or surrounded by [ ] are for your information only and need not be part of the letter sent to the client, unless applicable to your representation.**

|  |  |  |
| --- | --- | --- |
| Declined Client |  |  |
| [insert name and address] |  |  |

**Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ v. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Case No. \_\_\_\_\_\_\_ (the "Lawsuit" or “specific matter name” if not in litigation)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

 Thank you for expressing your interest regarding [Firm Name]’s(the “firm”) possible representation of you in the [fully and specifically describe Lawsuit or scope of work for this particular matter], (the “Lawsuit” or “specific matter name”).

 After [meeting with you] [reviewing documents provided by you] [investigating your matter], the firm has decided not to represent you in this matter. [I am returning with this letter the documents you provided for our review.] In declining to represent you, 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 you do so immediately.

 We are not charging any fee for reviewing your case, since we have declined to represent you and, again, are not expressing any 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

 Attorney Name

Enclosures