***Form – NON-ENGAGEMENT LETTER DUE TO CONFLICT OF INTEREST***

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: Potential Engagement Regarding [Matter]

Dear [Client Name]:

It was a pleasure meeting[speaking] with you on [date]. As we discussed during our meeting, before [Law Firm Name] could agree to represent you, we needed to perform a conflicts check with respect to current and former clients and their interests

Unfortunately, the conflicts check revealed that our firm does indeed have a conflict of interest with [name of opposing party]. As such, please allow this letter to serve as our formal declination of representation of you in your potential action [or state existing case name and cause number].

Because deadlines may be critical to your case, I recommend that you immediately contact another lawyer/law firm for assistance regarding your matter. Please note that be aware that any that you have may be barred by the passage of time.

Thank you again for your interest in our firm. If we can be of any assistance in the future, please do not hesitate to contact me. If you have any questions, please let me know. Thank you.

Best regards,

[Lawyer Signature]

[Firm Name]