Form – NON-ENGAGEMENT LETTER (FOLLOWING CALL)

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: [Subject]

Dear [Client Name]:

 The purpose of this letter is to confirm, based on our conversation of [date], that [firm name] will not represent you in [state case name/cause number or describe matter] because [insert reason for declination, if possible and necessary]. Our decision to decline this case should not be construed as a statement of the merits of your case.

 Please be advised that any action in this matter must be filed within the applicable statute of limitations. I strongly recommend that you consult with another lawyer concerning your rights, if any, in this matter.

Sincerely,

[Lawyer Signature]

[Firm Name]