Form – NON-ENGAGEMENT LETTER

DECLINING A CASE AFTER RESEARCH OR INVESTIGATION

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: [Subject]

Dear [Client Name]:

Pursuant to my letter of [date], we conducted [legal research or investigation] to determine whether or not we felt you had a claim that could be asserted against [insert appropriate name(s)]. The results of our [research/investigation] indicates that there is no enforceable legal basis for maintaining an action against [insert appropriate name(s)].

Our opinion is based upon our preliminary research, specifically [state what was performed]. If you are so inclined, you may wish to consult with another lawyer for a second opinion. Please be advised that certain time limitations may affect your right to pursue your claim. As such, you should act promptly in consulting another lawyer, or otherwise pursuing your claim.

[Enclosed please find your original file materials related to this matter.] We wish you the best of luck in your future endeavors. Thank you for your interest in our firm.

Sincerely,

[Lawyer Signature]

[Firm Name]