Form – NON-ENGAGEMENT LETTER

FOLLOWING REVIEW OF CLIENT MATERIALS

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: [Subject]

Dear [Client Name]:

You contacted [firm name] and requested that I evaluate whether the firm will represent you in the above referenced matter. I met with you on \_\_\_\_\_\_\_\_\_, 20\_\_, and have also reviewed the various copies of documents you provided me. Enclosed please find those documents.

While I appreciate the confidence you have expressed in our firm, the firm has decided not to represent you in this matter. However, if you have a need in the future for legal assistance, I hope you will again consider our firm.

Please note that the passage of time may bar you from pursuing whatever, if any, claim you have in this matter. Accordingly, I recommend you immediately contact another firm for assistance. As we discussed, in declining to undertake this matter, the firm is not expressing an opinion on whether you might prevail if an action is pursued. As such, you should not refrain from seeking legal assistance from another firm.

In accordance with our standard policy, we are not charging you for any legal fees or expenses. While we do charge for evaluating cases, that is only when we express an opinion on the merits of the matter to the client. Since we are not expressing an opinion in this instance, no charge is being made.

If you have any questions, please do not hesitate to contact me. Best of luck in your future endeavors.

Sincerely,

[Lawyer Signature]

[Firm Name]