

**- - SAMPLE NONENGAGEMENT LETTER - -**

RE: [*Subject*]

Dear [*Name*]:

This letter is to confirm that this firm will not represent you in the [*insert subject*] matter. Since we are not currently representing you on any matter, we will not be able to monitor changes in the law or your circumstances which may affect the strength of your case.

You should be aware of the fact that time limits [*could be*] (**or**) [*are*] involved. We have not researched these time limits and we are unable to advise you on the applicable time limits. We urge you to contact another lawyer immediately if you wish this advice. You should be aware that failure to proceed promptly may result in your legal matter being barred by a time limit.

If you wish to have a lawyer represent you and you do not have another lawyer in mind, we suggest you call [*insert Lawyer Referral and number*]. [*Insert referral source*] may be able to handle your case.

Thank you for contacting our law firm. We hope we will be of service to you in the future.

Very truly yours,

[*Insert Lawyer's Name*]

[*Insert Firm's Name*]

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

**- SAMPLE CLIENT NONENGAGEMENT LETTER -**

*(May be sent by certified mail, with a return receipt requested)*

RE: *[Subject]*

Dear *[Name]*:

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

You should be aware 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 in this matter.

Very truly yours,

*[Insert Lawyer's Name]*

*[Insert Firm's Name]*