

- SAMPLE NONENGAGEMENT LETTER AFTER REVIEW -

RE: [Subject]

Dear [Name]:

You have contacted this firm and requested that I evaluate whether the firm will represent you in a claim you believe should be filed against [*insert appropriate name(s)*]. I met with you yesterday and have reviewed various documents you left with me. I enclose those documents for your file.

I appreciate the confidence you have expressed in our firm, but for various reasons 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.

You should be aware that the passage of time may bar you from pursuing whatever, if any, claim you may have against [*insert appropriate name(s)*]. Because time is always important, and could be critically short in your case, I recommend you immediately contact another firm for assistance.

In declining to undertake this matter, the firm is not expressing an opinion on whether you will prevail if a complaint is filed. You should not refrain from seeking legal assistance from another firm because of any interpretation you may place on this firm's decision not to go forward with this matter.

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 case to the client. Since we are not expressing an opinion in this instance, no charge is being made.

Although I believe this letter fully covers all pertinent matters, please call me if you have any questions.

Very truly yours,

[*Insert Lawyer's Name*]

[*Insert Firm's Name*]