

NON-ENGAGEMENT LETTER

Dear (Name):

Pursuant to my letter of (date), I conducted (legal research or investigation) to determine whether or not you have a claim that could be asserted against (insert appropriate name(s)). The result of my (research/investigation) indicates a strong likelihood that there is no enforceable legal basis for maintaining an action against (insert appropriate name(s)).

[Optional Paragraph: My opinion is based upon my preliminary research; however, I have found (insert number of cases) cases that support my conclusion.]

I urge you to consult another lawyer if you wish a second opinion. Time limitations may affect your right to pursue a claim, if any; therefore, you should act promptly in consulting another lawyer or otherwise pursuing your claim. If you wish another attorney to review this matter and you do not have another attorney in mind, I suggest you call the (insert the name of your state bar Lawyer Referral Service), which maintains a list of lawyers who may be able to handle your case. Their phone number is (insert your local LRS phone number).

Since I am unable to proceed on your behalf, I am returning your original documents to you. We have retained photocopies for our records.

Thank you for your interest in my firm. If you have need for legal assistance in the future, I hope you will consider my firm.

Very truly yours,

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(Your name)

I have read this letter, understand, and agree with it.

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(Client name)      Date