**Sample Non-Engagement Letter (General)1**

June 20, 20—

Ms. Jane J. Non-Client 123 Main Street

Anytown, Louisiana 45678 RE: Non-Engagement Letter Dear Ms. Non-Client:

Thank you for coming into my office yesterday for a consultation. As we discussed, I will not be able to represent you because

It is in your best interest to consult with another attorney as soon as possible. Most legal rights have strict time limitations, so you may have a deadline to file something soon. For this reason, I suggest that you contact another attorney immediately if you plan to pursue this matter.

Sincerely,

FIRM NAME

Attorney Name

1 While not required, you may wish to consider in some instances not only mailing this letter U.S. Mail, but also mail by U.S. Mail Certified Return Receipt Requested.