**Sample Conflict of Interest Non-Engagement Letter**

June 20, 20—

Mr. John J. Non-Client 123 Main Street

Anytown, Louisiana 45678

Re: Conference on June 19, 20—;

Potential Personal Injury Claim against Mr. Smith.

Dear Mr. Non-Client:

I enjoyed meeting with you recently regarding your potential claim against Mr. Smith. As we discussed, I believe I have a conflict of interest. Although we did not discuss the particulars of your potential claim, it does not appear to be appropriate under the ethical rules for our firm to represent you. We must therefore decline to represent you. Under these circumstances, you should consult other counsel immediately to determine your rights and interests. Please keep in mind that you may be facing important deadlines, so you should not delay in contacting other counsel.

Thank you for offering us this engagement. If we may be of service to you in other matters in the future, we hope you will contact us then.

Sincerely, FIRM NAME

Attorney Name

**PRACTICE AID GUIDE:** The Essentials of Law Office Management **CHAPTER 2** Conflicts of Interest

Page 39