

SAMPLE DECLINED CLIENT LETTER

[Insert Date]

[Name]

[Title]

[Company or Entity]

[Address]

Re: **Confirmation that [Law Firm] will not represent [Name of potential client] in [Describe matter]**

Dear _____:

This is to confirm that **[Law Firm]** will not represent you **[name of potential client]** with respect to **[describe matter]** (“the matter”). We further confirm that we do not currently represent you **[name of potential client]** in any other matter.

Because **[Law Firm]** will not serve as your **[name of potential client’s]** attorneys in the matter, we will not monitor any changes in the law or factual circumstances as they might affect you **[name of potential client’s]** rights with respect to the matter and disclaim any duty to do so.

If you **[name of potential client]** **[choose/chooses]** to pursue legal action with regard to the matter with another lawyer, you **[he/she/it]** should act promptly to do so. There may be several important deadlines involved in preserving or asserting your **[name of potential client’s]** rights with respect to the matter. **[The first deadline may be as soon as _____.]** If you **[name of potential client]** **[fail/fails]** to timely **[describe action to be taken]** **[file suit]** **[or]** **[take other appropriate action]**, you **[he/she/it]** may permanently lose all available legal rights with regard to the matter.

As we explained to **[you]** **[or]** **[potential client]** when we discussed the matter, and want to reiterate, that **[Law Firm]** has not obtained any information from or about **[you]** **[or]** **[potential client]** or the matter that is confidential. If **[you]** **[or]** **[potential client]** **[disagree/disagrees]** in any respect with this conclusion, please call me immediately so that we may resolve the point.

We are returning to you **[name of potential client]** the papers and all other copies thereof that were delivered to us for review in evaluating the matter. **[We have initialed all pages so that you [name of potential client] and we will know what papers we returned].**

Sincerely yours,

[LAW FIRM]

By: _____