

NONENGAGEMENT LETTER

(May be sent by certified mail, with a return receipt requested)

DATE

NAME
ADDRESS
CITY, STATE & ZIP

RE: [SUBJECT]

Dear :

The purpose of this letter is to confirm, based on our conversation of *[date]*, that *[insert firm name]* will not represent you in *[describe matter]* because *[insert reason for declination, if possible and appropriate to state it]* . Our decision to decline this case should not be construed as a statement of the merits of your case.

You should be aware that any action in this matter must be filed within the applicable statute of limitations. I strongly recommend that you immediately consult with another lawyer concerning your rights in this matter.

Very truly yours,

OBA/MAP:DG
Enclosures

[form6]