

## SAMPLE DECLINATION LETTER

Dear Mr./Ms. \_\_\_\_\_:

You contacted this firm and requested that I evaluate whether the firm will represent you on [specify nature of matter declined]. After we met yesterday, I reviewed the documents you left with me. I am returning those documents to you with this letter. I appreciate the confidence you have expressed in our firm, however, the firm has decided not to represent you in this matter.

You should be aware that the passage of time may bar you from pursuing the claim(s), if any, you may have against \_\_\_\_\_ [or other legal matter]. Time is always important and could be critically short in your case, so I recommend that you immediately contact another firm. I believe that the time for filing suit against \_\_\_\_\_ may run as early as \_\_\_\_\_ [date] \_\_\_\_\_. If your case is not timely filed, you may be barred forever from pursuing your claim(s).

In declining to represent you on this matter, we are not expressing any opinion concerning the merits of your case. We encourage you to promptly seek advice of other counsel if you wish to pursue your claim(s) further.

We are not charging you for review of your case, as we have declined to represent you and are not expressing an opinion as to the merits of your case. If you need legal assistance for other matters, I hope you will again consider our firm. Should you have any questions, please contact me.

Very truly yours

[Signature]