

SAMPLE DECLINATION LETTER - CONFLICTS

Dear _____:

Thank you for contacting this firm to represent you on (specify nature of matter declined) _____ . I appreciate the confidence you have expressed in our firm, however, the firm has decided not to represent you in this matter.

In declining to represent you on this matter, we are not expressing any opinion concerning the merits of your case. 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. If you wish to pursue this matter, you should immediately contact another attorney.

We are not charging you, 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,