**Your Name**

**Company Name**

**Street Address**

**City**, **State** **ZIP code**

**Recipient Name**

**Street Address**

**City**, **State** **ZIP code**

**Email Address**

**Date**

Choose an item.

Re: Declination of Representation

Dear **Recipient Name**,

Thank you for consulting with our firm on **consultation date**.

Choose an item. As such, the purpose of this letter is to confirm that our firm does not represent you in connection with **description of legal issue**.

You should be aware that there may be deadlines or obligations associated with your legal issue that require your attention and may be time-sensitive. You may want to seek legal advice from another attorney in order to preserve any rights that you may have.

Thank you for the opportunity to be of assistance to you.

Kindly,

**Signature**