

4.6 b. NON-ENGAGEMENT LETTER (AFTER REVIEW)

Dear (Name):

You have contacted my firm and requested that I evaluate whether I will represent you in a claim you wish to make against (insert appropriate name(s)). I met with you yesterday and have reviewed various documents you left with me. I enclose those original documents for your file. I have retained copies for my file.

I am unable to represent you in this matter at this time. However, if you have a need in the future for legal assistance, I hope you will consider my firm. I appreciate being given the opportunity to review this matter.

The passage of time may bar you from pursuing whatever, if any, claim you may have against (insert appropriate name(s)). Because time is always important, and could be critically short in your case, I recommend that you immediately contact another attorney for assistance if you wish to pursue your claim. If you do not have another attorney in mind, I suggest you call the (insert the name of your state bar Lawyer Referral Service), which maintains a list of lawyers who may be able to handle your case. Their phone number is (insert your local LRS phone number).

In declining to undertake this matter, I am not expressing an opinion on whether you will prevail if a complaint is filed. I encourage you to seek a second opinion if you wish to do so. You should not refrain from seeking legal assistance from another attorney because I am unable to represent you in this matter. Please contact another attorney of your choice.

I am not charging you for any legal fees or expenses on this matter. My policy is to charge for evaluating cases only when I express an opinion on the merits of the case to the client. Because I am not expressing an opinion about your case, I am not charging you.

Thank you again for the opportunity to meet with you and review your case. If you have any questions about this letter or any other issues, please contact my firm.

Very truly yours,

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(Attorney name and law firm)