



# TEMPLATE: Non-Engagement Letter

**Disclaimer: LMICK is providing general legal information for Kentucky lawyers drafting non-engagement letters. This document is intended to provide a starting point and must be adjusted to suit your practice's and your client's needs.  
LMICK is not providing legal advice.**

[Your Firm Letterhead/Contact Information]

[Date]

[Mr./Ms. X's Information]

Sent via \_\_\_\_\_ [email, certified mail, hand-delivered]

Dear [Mr./Ms. X]:

Thank you for contacting me on [DATE] regarding [SHORT DESCRIPTION OF POTENTIAL CLAIM/MATTER. *Be specific, here, while also taking care to use words like "potential" to ensure you are not saying there is or is not a claim/matter/issue/defense but, simply, that you cannot evaluate or advise further.*]. I am writing to advise I am unable to represent or otherwise assist you in your proposed matter. [*If in a firm also state: Further, this firm is also unable to represent you in your proposed matter.*]

[*If you received documents, indicate that how you will return the documents. If provided electronically, note: You provided X documents via email. I did/did not review these documents. I will forward the attachments to you to ensure you have a copy and then I will delete those materials on [DATE].*]

If you are going to go forward with pursuing your claim, you should consult other counsel immediately as there may be time limitations or deadlines with your claim. If you do not take steps to promptly pursue the matter with other legal counsel, these deadlines could prevent you from pursuing your claim any further.

I am not your attorney and I do not represent you in this matter [*If in a firm also state: Additionally, this firm does not represent you in this matter*]. Therefore, I [*nor this firm*] will not give any legal advice and will not take any action on your behalf. Again, I encourage you to reach out to other legal counsel promptly.

Thank you for your consideration and I hope you think of me for potential future matters.

Respectfully Submitted,

[Your Name Here]

[*If hand-delivering, include a line for the declined client to sign*]