SAMPLE ADMINISTRATIVE FORM

NON-ENGAGEMENT LETTER (DUE TO CONFLICT OF INTEREST)

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

*Via Certified Mail, Return Receipt Requested*

Re: Potential Engagement Regarding [Matter]

Dear [Client Name]:

Thank you for your visit yesterday. As we discussed during our meeting, before [Law Firm Name] could accept representation of your matter, we needed to investigate whether this representation will adversely affect existing or former clients’ interests or whether there is some other element that would undermine our ability to adequately represent your interests.

After you left our offices yesterday, we performed a formal conflict-of-interest check and found that our firm does indeed have a conflict of interest involving your intended adversary in this case, [Name]. Unfortunately, this conflict cannot be resolved in a manner that would allow us to represent you in this matter. Consequently, we are formally declining representation of you in your potential action against [Name].

Please be aware that whatever claim, if any, that you have may be barred by the passage of time. Because deadlines may be critical to your case, I recommend that you immediately contact another lawyer/law firm for assistance regarding your matter. (Optional: For your information the telephone number of the Lawyer Referral Service of The Florida Bar is 1-800-342-8011).

Thank you again for your interest in our firm. Optional: We appreciate your having approached us regarding your matter. If you ever have need of legal assistance in the field of (practice concentration), we hope that you will think of us again in that context.

Sincerely,

[Lawyer Signature]

[Firm Name]