

SAMPLE NON-ENGAGEMENT LETTER
(Conflict of Interest Situation)

Date

Mr. Gnatty Bumpo
123 Mohican Lane
Southfield, MI 00000

Certified Mail No.
Return Receipt Requested

Re: Potential Claim Against Twentieth Century Fox

Dear Mr. Bumpo:

Thank you for your visit yesterday. As we discussed during our meeting, before Arnold & Miller could accept representation of your matter, we must investigate whether this representation will adversely affect existing or former clients' interests or 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, Twentieth Century Fox. Unfortunately, this conflict cannot be resolved in a manner that would allow us to represent you in this matter. Consequently, Arnold & Miller is formally declining representation of you in your potential action against Twentieth Century Fox.

Please be aware that whatever claim, if any, that you have may be barred by the passage of time. Since deadlines may be critical to your case, I recommend that you immediately contact another firm for assistance regarding your matter.

Although we were not able to assist you in this matter, I hope that you will consider Arnold & Miller in the event you require legal services in the future. Thank you again for your consideration

Sincerely,

James Fenimore Cooper, Esq.