

FIRM LOGO/ ADDRESS

[Date]

[Client Name] [Client Mailing Address] [Client City, State, Zip]

Re: Declination of Service

Dear _____:

It was a pleasure meeting with you on _____ when we discussed your potential claim against _____. After our meeting, I further researched relevant law and had your matter reviewed here at our firm. This review included a consideration of the necessary time and expense that must be incurred to properly serve you in this matter.

At present, due to the number of pending cases here at our firm, we are not able to represent you in this case. Please understand that it is our firm policy to decline representation in any new matter where we do not feel confident that we can invest all of the time and energy necessary to do the best job possible for every client we take on. We simply are unable to find enough time to assure that in your case. **I urge you to seek the services of another attorney as soon as possible.**

It appears that you do have a time critical matter. This means that the law requires you to take legal action within a certain period of time after you sustain a loss or become aware of any action that might cause damage to you. The permissible times to file a legal action and take other steps to protect you vary depending upon all of the circumstances and potential defendants.

If you wish to pursue this matter further, I encourage you to contact another attorney without delay in order to preserve whatever rights you may have. Should you wish to speak with another lawyer in the greater Kansas City area, KC Lawyer Finder provides an online search engine where you can search for lawyers by location and specialty. You can learn more at kclawyerfinder.com. We appreciate your consulting us regarding this matter and regret that we can act no further on it. Enclosed are the materials you gave me during our office meeting. We have kept no copies.

Best wishes,

Enclosure(s)