

Sample Case Declination Letter

DATE

POTENTIAL CLIENT'S NAME

POTENTIAL CLIENT'S ADDRESS

Dear **POTENTIAL CLIENT'S NAME**:

On **DATE** you came to **OFFICE'S NAME** for an intake appointment to evaluate your immigration case. Unfortunately, we are unable to represent you at this time. However, if your situation changes or you would like to ask about a different immigration matter, please feel free to call us to schedule another intake appointment.

Below are the names and contact information for other legal service providers that may be able to assist you in your immigration matter:

- 1. REFERRAL ONE ORGANIZATION'S NAME**
REFERRAL ONE ORGANIZATION'S ADDRESS
REFERRAL ONE ORGANIZATION'S PHONE NUMBER
- 2. REFERRAL TWO ORGANIZATION'S NAME**
REFERRAL TWO ORGANIZATION'S ADDRESS
REFERRAL TWO ORGANIZATION'S PHONE NUMBER
- 3. REFERRAL THREE ORGANIZATION'S NAME**
REFERRAL THREE ORGANIZATION'S ADDRESS
REFERRAL THREE ORGANIZATION'S PHONE NUMBER

Very Truly Yours,

STAFF MEMBER'S NAME

STAFF MEMBER'S TITLE