## Sample Case Declination Letter

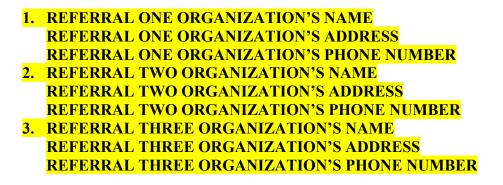
## **DATE**

## 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:



Very Truly Yours,

STAFF MEMBER'S NAME STAFF MEMBER'S TITLE