

Sample Non-Engagement Letter

[AGENCY LETTERHEAD]

[Date]

[Title/Name]

[Address]

Dear [Title/Name]:

I am writing to inform you that the Catholic Charities will not be taking your case. We have made this decision because [List reasons why your agency is not accepting the case]. Instead, we would like to refer you to [List referral information, if appropriate].

Should you have any questions, please call us at [Telephone Number]. We are grateful for the opportunity to serve you.

Sincerely,

[Name]

[Title]