

DATE: [Insert Date]

TO:

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement / Failure to Execute Retainer Agreement

Dear [Prospective Client Name],

We are writing to you regarding the legal matter involving [Brief Description of Matter, e.g., your personal injury claim].

On [Date], we sent you a Retainer Agreement outlining the terms under which our firm would represent you. As of today's date, we have not received the signed agreement or the required retainer fee. As we discussed, our firm cannot begin work on your case or represent your interests until these requirements are met.

Please be advised that [Law Firm Name] does not represent you in this matter. We have closed our file and will take no further action on your behalf.

Be aware that your legal matter may be subject to strict deadlines known as statutes of limitations. If you do not file a formal claim or lawsuit within the required timeframe, you may be forever barred from pursuing your legal rights. We strongly recommend that you consult with another attorney immediately if you still intend to pursue this matter.

We are returning any original documents you provided to us via [Method of Delivery].

Thank you for considering our firm. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]

[Law Firm Name]