

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Subject Matter]

Dear [Prospective Client Name],

Thank you for consulting with [Firm Name] on [Date] regarding [Brief Description of Legal Matter].

During our initial consultation, we discussed the terms under which this firm would represent you, including the requirement of a [Retainer/Initial Fee] in the amount of \$[Amount]. As of today's date, we have not received the signed fee agreement or the required payment.

Please be advised that this firm **does not represent you** in this matter. We will take no further action on your behalf, and no attorney-client relationship has been established.

Please be aware that legal matters are often subject to strict time limits and statutes of limitations. If you do not file a formal claim or take specific legal action within these timeframes, you may lose your right to pursue your claims forever. We strongly recommend that you consult with another attorney or take immediate action to protect your interests.

We are returning any original documents you provided to us during our meeting. We will close our file regarding this inquiry.

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]
[Firm Name]