

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement

Dear [Recipient Name],

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

Following our initial discussion, we have not received the necessary documentation or confirmation from you to proceed with formal representation. As a result, we have not opened a file and are not acting as your legal counsel/service provider in this matter.

Please be advised that your legal rights may be subject to strict time limits or statutes of limitations. If you do not take action promptly, you may lose your right to pursue this matter. We recommend that you consult with another professional immediately if you still intend to move forward.

We will take no further action regarding this case. We are now closing our inquiry file.

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]