

[Date]

[Prospective Client Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Description of Legal Matter]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding representation for [Description of Legal Matter].

This letter is to formally confirm that [Law Firm Name] will not be representing you in this matter. Although we discussed the possibility of representation, we have been unable to reach an agreement regarding the terms of our legal fees and the associated costs of representation.

Please be advised that because we do not represent you, we are not taking any action on your behalf. You should be aware that legal matters are often subject to strict deadlines known as statutes of limitations. If you do not file a formal legal action within these time limits, you may be forever barred from pursuing your claims. We strongly recommend that you consult with another attorney or firm immediately to ensure your legal rights are protected.

We are returning any original documents you provided to us during our consultation. We will not be retaining a file on this matter.

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]

[Printed Name]

[Law Firm Name]