

[Date]

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

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

Dear [Prospective Client Name],

I am writing to follow up on our initial consultation held on [Date] regarding [briefly describe the legal matter]. During that meeting, we discussed the possibility of this firm representing you.

Since our meeting, we have attempted to contact you on [Dates of contact attempts] via [phone/email/mail] to obtain the necessary information to proceed. As we have not received a response from you, we are unable to accept representation in this matter.

Please be advised that **this firm does not represent you** in connection with [Specific Matter Description]. We will take no further action on your behalf, and no attorney-client relationship has been formed.

You should be aware that legal matters are often subject to strict time limits known as statutes of limitations. If you do not initiate legal action or file necessary documents within these timeframes, you may be permanently barred from pursuing your claims. We strongly recommend that you consult with another attorney immediately to ensure your legal rights are protected.

We are returning the following original documents provided to us: [List documents or state "None"]. We will keep a copy of our file regarding this inquiry for our records.

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

Sincerely,

[Your Name]
[Your Law Firm Name]