

[Date]

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

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

Dear [Prospective Client Name],

On [Date], we provided you with a Retainer Agreement regarding your potential legal matter involving [Brief Description of Matter]. To date, we have not received a signed copy of the agreement or the required retainer fee.

Please be advised that [Law Firm Name] has not been retained to represent you in this matter. Because the Retainer Agreement was not executed by the deadline of [Deadline Date], we have closed our file regarding this inquiry. We will take no further action on your behalf.

You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may be forever barred from pursuing your claims. We strongly recommend that you consult with another attorney immediately if you still wish to pursue this matter.

We are returning any original documents you provided to us [Optionally: via certified mail / enclosed]. We will not be retaining copies of your file.

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

Sincerely,

[Attorney Name]
[Law Firm Name]