

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

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

On [Date], we sent you a Retainer Agreement outlining the terms under which this firm would represent you. To date, we have not received a signed copy of that agreement or the required retainer fee. As a result, we have not accepted your case and do not represent you in this matter.

Please be advised that our firm will take no further action on your behalf. Since we are not representing you, we recommend that you contact another attorney or firm immediately to protect your legal rights.

You should be aware that there are strict time limits, known as statutes of limitations, which require legal action to be filed within a specific timeframe. If you fail to act before these deadlines expire, you may be forever barred from pursuing your claims. We have not performed a calculation of the specific deadlines applicable to your case.

We are returning any original documents you provided to us along with this letter.

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

Sincerely,

[Attorney Name]

[Law Firm Name]