

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Declination of Representation

Dear [Recipient Name],

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

On [Date], we sent you a proposed Retainer Agreement outlining the terms under which this firm would represent you. As of today, we have not received a signed copy of that agreement or the required initial deposit.

Please be advised that because the Retainer Agreement was not executed, this firm does not represent you in this matter. We have closed our file and will take no further action on your behalf.

Please be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may lose your right to pursue your claim forever. We recommend that you consult with another attorney or legal advisor immediately to ensure your rights are protected.

We are returning any original documents you provided to us regarding this matter.

Sincerely,

[Attorney Name]
[Law Firm Name]