

Subject: Notice of Non-Engagement - [Matter Name/Case Number]

Dear [Prospective Client Name],

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

During our initial consultation on [Date], we discussed the possibility of this firm representing you. At that time, we provided you with a Fee Agreement which outlined that a retainer payment of \$[Amount] was required to begin our representation.

As of today's date, we have not received the required retainer or the signed Fee Agreement. Therefore, please be advised that this firm does not represent you in this matter. We have not taken any action on your behalf, and we will not be taking any action in the future regarding this case.

Please be aware that legal claims are often subject to strict time limits known as statutes of limitations. If you do not file a formal claim or take specific legal action within these time frames, you may be forever barred from pursuing your legal rights. We strongly recommend that you consult with another attorney or legal professional immediately to ensure your interests are protected.

We are returning any original documents you provided to us during our meeting [Optional: list documents here]. We will now close our file regarding this inquiry.

Thank you for considering our firm.

Sincerely,

[Attorney Name]
[Law Firm Name]