

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Expiration of Legal Representation Offer - [Matter Name/Description]

Dear [Recipient Name],

On [Date of Original Offer], this firm sent you a proposed engagement agreement and a request for a retainer fee regarding [Description of Legal Matter]. As of today, we have not received the signed agreement or the required retainer payment.

Please be advised that the offer for legal representation has now expired. Consequently, [Law Firm Name] does not represent you in this matter, and we will be closing our file.

Because we are not representing you, we will not be taking any action on your behalf. You are solely responsible for all deadlines, including any applicable statutes of limitations. If you do not file a legal action or take specific steps within the timeframes required by law, you may lose your right to pursue a claim or defend your interests.

We recommend that you consult with another attorney immediately if you still intend to pursue this matter.

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

Sincerely,

[Your Name]

[Your Law Firm Name]