

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement / Unsigned Fee Agreement

Dear [Recipient Name],

On [Date], we sent you a Fee Agreement regarding your potential legal matter involving [Brief Description of Matter].

As of today, we have not received a signed copy of the Fee Agreement or the required retainer. 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 performing any legal services for you.

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

We are now closing our file regarding this inquiry. Thank you for considering our firm.

Sincerely,

[Your Name]

[Your Firm Name]