

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Non-Engagement / Failure to Finalize Retainer Agreement**

Dear [Client Name],

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

We are writing to formally notify you that this firm will not be representing you in this matter. Although we previously discussed the possibility of representation and provided you with a Retainer Agreement on [Date Agreement was Sent], we have not received the signed agreement or the required retainer fee to date.

As a result, no attorney-client relationship has been formed. This firm will take no further action on your behalf and we are closing our file regarding this inquiry.

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

We are returning any original documents you provided to us [Optionally: via certified mail / enclosed with this letter]. We will not be retaining copies of your file.

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

Sincerely,

[Attorney Name]

[Law Firm Name]