

[Date]

[Prospective Client Name]  
[Prospective Client Address]  
[City, State, Zip Code]

**RE: Notice of Non-Engagement**

Dear [Prospective Client Name],

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

This letter confirms that [Law Firm Name] will not be representing you in this matter. Although we discussed the possibility of representation, a Legal Services Agreement was never executed by both parties. Consequently, no attorney-client relationship has been formed.

Please be advised that most legal claims are subject to strict deadlines known as statutes of limitations. If you do not file a formal claim or take specific legal action within these time limits, you may be forever barred from pursuing your rights. Because we are not representing you, we will not be monitoring these deadlines on your behalf.

We recommend that you consult with another attorney or legal service provider immediately if you wish to pursue this matter further.

We are returning any original documents you provided to us [if applicable]. We have not retained copies of your file materials.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]