

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Non-Engagement / Withdrawal of Offer of Representation**

Dear [Recipient Name],

This letter is to formally confirm that [Law Firm Name] will not be representing you in connection with [Description of Legal Matter].

Although we previously discussed the possibility of representation or extended an offer to represent you, we have not received a signed engagement agreement or the required retainer by the specified deadline. Consequently, our offer to represent you is now withdrawn, and our file regarding this matter is closed.

Please be advised that we are not your legal counsel and are taking no action on your behalf. You should be aware that legal claims are subject to strict deadlines known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may lose your right to pursue your claims forever.

We strongly recommend that you consult with another attorney immediately if you wish to pursue this matter further. You may contact the [State/Local] Bar Association for a referral if necessary.

We are returning any original documents you provided to us herewith. We will retain a digital copy of our non-engagement file for our internal records in accordance with our retention policy.

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

Sincerely,

[Attorney Name]

[Law Firm Name]