

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Notice of Non-Engagement

Dear [Recipient Name],

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

On [Date], we sent you a formal Retainer Agreement outlining the terms of our potential representation. In that correspondence, we requested that the signed agreement and the required retainer fee be returned to our office by [Deadline Date].

As of today, we have not received the executed Retainer Agreement or the payment. Consequently, this firm does not represent you in this matter, and we have closed our file regarding this request.

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

We will take no further action on your behalf. Thank you for your interest in our firm.

Sincerely,

[Attorney Name]
[Law Firm Name]