

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement

Dear [Prospective Client Name],

We are writing to follow up on our previous communications regarding [Description of Potential Legal Matter/Project].

Because we have not received a response or the necessary information from you to proceed, we have not opened a file and are unable to represent you in this matter. Please be advised that [Firm/Company Name] does not represent you at this time.

As we are not your legal counsel, we will take no further action on your behalf. We wish to remind you that legal matters often involve strict deadlines and statutes of limitations. If you still intend to pursue this matter, we recommend that you contact another firm immediately to ensure your rights are protected.

Thank you for your initial interest in our services. We are now closing our inquiry file regarding this matter.

Sincerely,

[Your Name]

[Your Title]

[Firm/Company Name]