

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Follow-up Regarding Consultation on [Date of Consultation]

Dear [Client Name],

I am writing to follow up on our initial consultation held on [Date] regarding [Brief Description of Matter/Project].

Since our meeting, we have attempted to contact you on [Dates of previous attempts] via [Phone/Email] to discuss the next steps. As of today, we have not received a response or the necessary documentation required to move forward with your case.

Please be advised that we have not yet been formally retained as your legal counsel/service provider for this matter. Without a signed engagement agreement and the required [Retainer/Information], no formal professional relationship exists, and we are not currently taking any action on your behalf.

If you wish to proceed, please contact our office by [Deadline Date]. If we do not hear from you by that time, we will assume you do not wish to engage our services, and we will close your file in our system without further notice.

Please be aware that your matter may be subject to certain deadlines or statutes of limitations. We strongly recommend that you consult with another professional immediately if you choose not to move forward with us to ensure your interests are protected.

Thank you for your interest in our firm/company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]