

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: FINAL NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

On [Date of First Contact], we discussed the possibility of this firm representing you regarding [Brief Description of Matter]. Since that time, we have attempted to contact you on [Date of Second Contact] and [Date of Third Contact] to move forward with your case, but we have not received a response.

Please be advised that because we have not heard from you, we are now closing our file regarding this matter and will take no further action on your behalf. This firm does not represent you in this or any other legal capacity.

You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take appropriate action within these timeframes, you may be forever barred from pursuing your legal rights. We strongly recommend that you consult with another attorney immediately if you still wish to pursue this matter.

We are returning all original documents you provided to us [Optionally: via certified mail / enclosed with this letter]. We will retain a copy of our file for our records according to our standard document retention policy.

Thank you for considering our firm. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Firm Name]