

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Non-Engagement - Unsigned Retainer Agreement**

Dear [Client Name],

On [Date], we sent you a Retainer Agreement regarding your potential legal matter involving [Description of Matter]. Since that time, we have not received the signed agreement or the required retainer fee.

We have attempted to contact you on [List Dates of Follow-up Calls/Emails], but we have not received a response. Because we have not received a signed agreement, this firm does not represent you at this time.

Please be advised that we are closing our file regarding this matter. We will take no further action on your behalf. You should be aware that your legal matter may be subject to strict deadlines or statutes of limitations. If you do not take action immediately, you may lose your right to pursue your legal claims.

If you still wish to retain our services, please contact us immediately to determine if we are still able to assist you. Otherwise, we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Law Firm Name]