

[Date]

[Prospective Client Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**RE: Notice of Non-Engagement and File Closure**

Dear [Prospective Client Name],

Thank you for contacting [Law Firm/Company Name] regarding [Brief Description of Legal Matter/Project].

We are writing to formally confirm that [Law Firm/Company Name] will not be representing you or providing services in connection with this matter. Consequently, we have closed our prospective client file regarding this inquiry.

Please be advised that our decision should not be interpreted as an opinion on the merits of your case. We recommend that you consult with other professionals or legal counsel immediately if you wish to pursue this matter further.

**IMPORTANT NOTICE REGARDING DEADLINES:** Please be aware that most legal claims are subject to strict time limits known as statutes of limitations. If you fail to file a formal claim within these deadlines, you may be forever barred from pursuing your legal rights. Because we are not representing you, we will not be monitoring these deadlines on your behalf.

We are returning any original documents you provided to us [OR: We have not retained any original documents regarding this matter]. We will maintain a record of this non-engagement in accordance with our document retention policy.

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Law Firm/Company Name]