

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement - Failure to Provide Documentation

Dear [Client Name],

On [Date], we met to discuss the possibility of this firm representing you regarding [Description of Legal Matter]. During that meeting, we requested that you provide us with the following documentation by [Deadline Date]:

- [List Document 1]
- [List Document 2]
- [List Document 3]

As of today's date, we have not received these documents. Consequently, we have not performed a full evaluation of your case, and this firm cannot accept your representation at this time.

Please be advised that [Firm Name] does not represent you in this matter. You should not rely on us to take any action on your behalf. We are closing our file regarding this inquiry without further notice to you.

Please be aware that legal claims are subject to statutes of limitations, which are strict deadlines for filing a lawsuit. If you do not file a claim within the required timeframe, you may be forever barred from pursuing your legal rights. We recommend that you consult with another attorney or firm immediately if you wish to pursue this matter further.

We are returning the following original documents which you previously provided to us: [List any documents being returned, or state "None"].

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]

[Firm Name]