

**[Date]**

**[Prospective Client Name]**

[Address]

[City, State, Zip Code]

**RE: Notice of Non-Engagement**

Dear [Prospective Client Name],

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

On [Date], we sent you a formal Fee Agreement for your review and signature. As of today, we have not received a signed copy of that agreement. Please be advised that because the Fee Agreement has not been executed, this firm does not represent you in this matter and no attorney-client relationship has been formed.

Consequently, we will take no further action on your behalf and our file regarding this matter is now closed.

Please be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may be forever barred from pursuing your claims. We strongly recommend that you consult with another attorney immediately to ensure your rights are protected.

We wish you the best in resolving this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]