

**[Date]**

**[Lead Counsel Name]**  
**[Lead Counsel Law Firm]**  
**[Address]**  
**[City, State, Zip]**

**RE: [Case Name / Matter Number] - Local Counsel Non-Engagement Notice**

Dear [Lead Counsel Name],

I am writing regarding our firm's role as local counsel for the above-referenced matter. Since our last communication on [Date], we have attempted to contact your office on [Dates of attempted contact] via [email/telephone] to discuss [specific pending deadline or filing]. As of today, we have received no response.

Please be advised that because we have not received the necessary instructions, documents, or authorization to proceed, we have not taken any further action on this matter. Our lack of engagement is a direct result of the current communication lapse.

Due to the upcoming deadline of [Date], we require your immediate input to ensure the client's interests are protected. If we do not hear from you by [Time/Date], we will be forced to evaluate our continued role in this matter, which may include a formal motion to withdraw as local counsel.

We look forward to your immediate response to resolve these outstanding issues.

Sincerely,

**[Your Name]**  
**[Your Law Firm]**  
**[Your Phone Number]**