

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Non-Engagement - Failure to Pay Initial Deposit

Dear [Client Name],

On [Date], we discussed the possibility of this firm representing you regarding [Description of Legal Matter]. At that time, we informed you that an initial deposit of \$[Amount] was required before we could begin work on your behalf.

As of today's date, we have not received the required deposit. Consequently, we have not accepted your case and no attorney-client relationship has been formed between you and this firm.

Please be advised that we will take no further action regarding this matter. You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a formal legal action within these timeframes, you may lose your right to pursue your claim forever.

We recommend that you consult with another attorney immediately if you still wish to pursue this matter.

We are returning any original documents you provided to us herewith.

Sincerely,

[Attorney Name]

[Law Firm Name]