

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: Notice of Non-Engagement - Unpaid Retainer Fee

Dear [Prospective Client Name],

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

On [Date], we sent you an engagement agreement and a request for a retainer fee in the amount of \$[Amount]. Our records indicate that we have not yet received the signed agreement or the required payment.

Please be advised that because the retainer fee has not been paid, we have not accepted your case and no attorney-client relationship has been formed. Consequently, we will not be performing any work or taking any action on your behalf.

Please be aware that your matter may be subject to strict legal deadlines or statutes of limitations. If these deadlines pass without legal action, you may lose your right to pursue your claims. We strongly recommend that you consult with another professional immediately if you still intend to pursue this matter.

We are closing our file regarding this inquiry at this time. Should you decide to seek our services in the future, a new evaluation and engagement agreement will be required.

Sincerely,

[Your Name/Signature]
[Your Title]
[Law Firm/Company Name]