

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF NON-REPRESENTATION

Dear [Client Name],

This letter is to formally notify you that [Law Firm/Entity Name] will not be representing you in the matter of [Description of Case/Legal Matter].

Our initial agreement and the engagement letter sent on [Date] specified that our representation was contingent upon the receipt of a required deposit in the amount of \$[Amount]. As of today's date, we have not received this payment.

Because the required deposit has not been paid, no attorney-client relationship has been formed. We have not taken, and will not take, any action on your behalf. We are closing our file regarding this matter immediately.

Please be advised that your legal matter may involve strict deadlines or statutes of limitations. Failure to take legal action within these timeframes may result in the loss of your legal rights. We strongly recommend that you consult with another attorney immediately to protect your interests.

Thank you for your initial inquiry.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]