

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF NON-REPRESENTATION - [Subject Matter/Case Name]

Dear [Recipient Name],

Thank you for contacting [Law Firm Name] regarding your legal matter. As we discussed during our initial consultation on [Date], our firm requires an initial retainer payment of [Amount] and a signed engagement agreement before we can begin representing you.

As of today's date, we have not received the required retainer payment or the signed agreement. Consequently, this letter serves as formal notice that we do not represent you in this matter and will not be taking any action on your behalf.

Please be advised that legal matters are often subject to strict time limits known as statutes of limitations. If you do not file a formal claim or take specific legal action within these deadlines, you may lose your right to pursue this matter forever. We strongly recommend that you consult with another attorney or firm immediately to ensure your rights are protected.

We will return any original documents you provided to us under separate cover. We are now closing our file regarding this inquiry.

Thank you for your interest in our firm.

Sincerely,

[Attorney Name]

[Law Firm Name]