

[Date]

[Prospective Client Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Non-Engagement Regarding [Matter Description]

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding your legal matter. As we discussed during our initial consultation on [Date], our agreement to represent you was contingent upon the receipt of a retainer deposit in the amount of \$[Amount] to be held in our client trust account.

As of this date, we have not received the required funds. Consequently, this letter serves as formal notice that [Law Firm Name] will not represent you in this matter and no attorney-client relationship has been formed.

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

We are returning any original documents you provided to us during our consultation. We will maintain our file regarding this inquiry for our records only.

Thank you for your interest in our firm. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Law Firm Name]