

[Date]

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

Re: Notice of Declination of Representation / Unpaid Retainer

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Type of Legal Matter].

As discussed during our initial consultation on [Date], our agreement to represent you was contingent upon the receipt of a signed engagement letter and a retainer payment in the amount of \$[Amount] by [Due Date].

As of today's date, we have not received the required retainer payment or the signed agreement. Consequently, this firm cannot accept representation of your interests in this matter. We have closed our file regarding this inquiry and will take no further action on your behalf.

Please be advised that your legal matter may be subject to strict time limits or statutes of limitations. If you do not file a formal legal action or response within these deadlines, you may lose your right to pursue or defend your claims. 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 [mention "herewith" or "under separate cover"]. We will not be retaining copies of your file.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Law Firm Name]