

[Date]

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

RE: Notice of Non-Engagement / Failure to Secure Representation

Dear [Prospective Client Name],

Thank you for contacting [Law Firm Name] regarding [Legal Matter/Case Name].

This letter serves to formally notify you that this firm will not be representing you in this matter. Our decision is based on the fact that we have not received the required initial deposit/retainer fee as outlined in our previous correspondence dated [Date of Fee Agreement].

Please be advised that because we have not been formally retained:

- No attorney-client relationship has been established.
- We will take no further action on your behalf.
- We are not responsible for monitoring any deadlines or statutes of limitations related to your case.

Please be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may be forever barred from pursuing your claims. We strongly recommend that you consult with another attorney immediately to ensure your legal rights are protected.

[Optional: Enclosed is the deposit check/funds you previously sent in the amount of \$[Amount], which was insufficient to meet the required retainer.]

We are returning any original documents you provided to our office herewith.

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

Sincerely,

[Attorney Name]
[Law Firm Name]