

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Declination of Representation/Services

Dear [Recipient Name],

This letter is to formally notify you that [Company/Firm Name] will not be moving forward with your case/project at this time.

As outlined in our previous correspondence and our engagement agreement dated [Date], our acceptance of this matter was contingent upon the receipt of an advance fee deposit in the amount of [Amount]. Because we have not received the required deposit by the specified deadline, we are unable to open your file or perform any further work on your behalf.

Please be advised that no [legal/professional] relationship has been formed. Consequently, we will not be taking any action to protect your interests or meet any upcoming deadlines associated with this matter. We strongly recommend that you consult with another professional immediately to ensure your rights are protected.

We are returning any original documents you provided to us herewith. We will now close our file regarding this inquiry.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]