

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF NON-ENGAGEMENT

Dear [Prospective Client Name],

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

As we discussed, our agreement to represent you was contingent upon the receipt of a required [Initial Retainer/Deposit] in the amount of \$[Amount]. As of today, we have not received these funds.

Consequently, we are unable to accept your case or perform any legal services on your behalf. Please be advised that no attorney-client relationship has been formed between you and this firm.

It is important to understand that your legal matter may be subject to strict time limits or statutes of limitations. If you do not file a formal claim or take specific legal action within these timeframes, you may lose your right to pursue this matter forever. We strongly recommend that you consult with another attorney immediately to ensure your rights are protected.

We will be closing our file regarding this inquiry. We wish you the best in resolving this matter.

Sincerely,

[Attorney Name]

[Firm Name]