

[Date]

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

RE: Notice of Non-Engagement / Closure of File

Dear [Prospective Client Name],

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

We previously sent you a Fee Agreement on [Date] outlining the requirement of a retainer payment in the amount of \$[Amount] to begin our representation. As of this date, we have not received the required retainer payment or the signed agreement.

Please be advised that because the retainer has not been funded, we have not accepted your case. This firm does not represent you at this time, and we will take no further action on your behalf regarding this matter. We are now closing our file.

Please be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a formal claim within these periods, you may be forever barred from pursuing your rights. We strongly recommend that you consult with another attorney immediately if you still wish to pursue this matter.

We are returning any original documents you provided to us herewith.

Thank you for considering our firm.

Sincerely,

[Attorney Name]
[Law Firm Name]