

MILWAUKEE BAR ASSOCIATION

PROFESSIONALISM COMMITTEE

STANDARD FORM LETTER # 1

**Non-engagement Letter
Failure to Keep Initial Appointment**

September 29, 1999

Mr. Non-Client
123 Non-Client Lane
Decline, WI 54321

Re: Non-engagement

Dear Mr. Non-Client:

You recently called my office and requested an appointment to discuss possible representation in the _____ matter. You did not keep our scheduled appointment. Therefore, no attorney/client relationship has been established between us.

If you still need legal advise in this matter, I will be glad to meet with you. However, no attorney/client relationship will be created until (1) we meet and (2) we sign a mutually agreed-upon engagement letter or contract.

I remind you that statutes of limitations may apply that would limit the amount of time you have to file any appropriate legal action. Therefore, you should act in this matter without delay.

If you would like to reschedule an appointment, please let me know. In the alternative, I encourage you to obtain other legal representation.

Sincerely,

Note: Send letter by certified mail, return receipt requested. Or have client sign a copy and return it to you. Keep copy in file created specifically for non-engagement matters. (If recipient doesn't sign for letter, be sure to make note for file and resend by regular mail.)

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