

MILWAUKEE BAR ASSOCIATION

PROFESSIONALISM COMMITTEE

STANDARD FORM LETTER # 2

**Non-engagement Letter
Awaiting Further Instructions**

September 29, 1999

Mr. Waiting to be Client
123 Client Lane
Client City, WI 54321

Re: Non-engagement

Dear Mr. Client:

You recently spoke with me regarding my representation of you in the _____ matter. At this time you have not decided whether you wish to proceed with filing a lawsuit/making the offer/(*name matter*). I will not be representing you until you (1) advise me that you wish me to proceed and (2) you have signed a retainer agreement with me.

Please know that the statute of limitations could adversely affect your ability to proceed in the future. If you wish to proceed with your claim, it is important to act immediately so that these deadlines do not lapse.

If I have not heard from you within 30 days, I will assume you do not wish to proceed and I will close my file.

Sincerely,

Note: You still may need to follow up with a non-engagement letter, returning any documents the client may have provided to you.

Office Conference Receipt and Non-engagement Notice

"This receipt is to acknowledge payment by _____ of \$ _____ for an office conference on the ____ day of _____, 1999. It is understood that this payment is for the office conference only and that no further obligation is incurred by either party as a result of this conference and that _____ (*lawyer*) has not yet been retained to represent the above-named individual. If and when _____ (*lawyer*) is retained in this matter, a formal retainer agreement will be executed.

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.)

[This is a sample form to be used as a guide or example, and should be adjusted to suit your client's needs. The Milwaukee Bar Association, Inc. hereby disclaims any and all responsibility or liability, which may be asserted or claimed, arising from or claimed to have arisen from reliance upon the utilization of this form by any person. If the user is not a licensed, practicing attorney and seeks legal advice, the user is advised to contact an attorney for help. No Attorney-Client relationship is created by providing this form or other information to you.]