

4.6 c. NON-ENGAGEMENT LETTER (FOLLOW-UP TO INITIAL INTERVIEW)

Dear (Name):

At this time, I want to thank you for consulting my law firm to discuss (insert problem).

I require that you pay \$(dollar amount) before I will begin work on your case. (If applicable, explain time limits that are involved in the case and how legal rights may be jeopardized if the case is not properly pursued). When you deposit the funds, I will hold your funds in my Lawyers' Trust Account. I will provide you with a monthly statement of fees, costs, and expenses. After my staff mails you the monthly statement, I will apply the funds to fees earned, costs, and expenses incurred. You are also responsible for paying fees, costs, and expenses in excess of the funds that we hold.

At this time, I will do nothing further until I hear from you. I do not represent you on your legal matter at this time as you have not paid my retainer fee. I am happy to provide representation upon receipt of the funds referred to above.

If you have any questions, please feel free to call.

Very truly yours,

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(Your name)

I have read this letter, understand, and agree with it.

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(Client name) Date