

AWAITING FURTHER ACTION LETTER

Re: **[Brief Description of Potential Matter]**

Thank you for contacting the firm regarding the above-referenced matter. We appreciate the opportunity to speak with you and to discuss the potential engagement.

At this time, we write to confirm that we are **awaiting further action before the firm can proceed**, including one or more of the following:

- **Direction or authorization from you** regarding whether and how you wish to proceed;
- **Documents, information, or materials** requested from you that are necessary for us to evaluate or undertake the matter; and/or
- **Payment of the required retainer or advance fee deposit**, as discussed, and execution of a written engagement agreement.

Unless and until these items are received and a written engagement agreement is fully executed by both you and the firm, no attorney-client relationship has been formed, and the firm has not agreed to represent you in this matter.

Accordingly, until an engagement is confirmed in writing:

- The firm will **not take any action**, perform legal services, provide advice, or monitor deadlines on your behalf;
- The firm is **not responsible for protecting your legal rights**, preserving claims, or ensuring compliance with any statutes of limitation, notice requirements, or other deadlines; and
- Any communications to date are **preliminary and informational only** and should not be relied upon as legal advice.

If you wish to proceed, please notify us promptly and provide the outstanding direction, documentation, and retainer payment, as applicable. Upon receipt, and subject to completion of any required conflicts review, we will be pleased to forward a written engagement agreement for your consideration.

If we do not hear from you by **[optional date]**, we will assume that you do not wish to proceed at this time and will consider the matter closed without further notice.

Please feel free to contact us if you have any questions or would like to discuss next steps.