[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

Re: Notice of Pending Claim Closure
Claim Number: [Insert Claim Number]
Date of Incident: [Insert Date]

Dear [Claimant Name],

We are writing to you regarding the status of the above-referenced claim. Our records indicate that there has been no activity or communication from you since [Date of Last Contact].

On [Date of Previous Follow-up], we sent a request for [List missing documents/information]. As of today, we have not received the necessary information required to proceed with the evaluation of your claim.

Please consider this letter a formal notice that your claim file is currently inactive. If we do not receive a response from you by [Insert Deadline Date - e.g., 14 days from today], we will proceed with the final closure of this file.

Once the file is closed, no further action will be taken on this claim. Please be advised that closing this file does not extend any applicable statutes of limitations or legal deadlines that may apply to your case.

If you intend to pursue this claim, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Company Name]