head>

[Date]

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

RE: Notice of File Closure - Claim Number: [Claim Number]

Dear [Recipient Name],

We are writing to inform you that we are closing our file regarding your claim request dated [Original Request Date].

This decision follows our previous attempts to contact you on [Date of First Follow-up] and [Date of Second Follow-up] requesting [Specific Information/Documentation Needed]. To date, we have not received the necessary information or a response from you to proceed with the evaluation of your claim.

Due to this lack of communication, your claim is now considered inactive. Please be advised that no further action will be taken on this file at this time.

If you still wish to pursue this claim, please submit the requested documentation by [Final Reopening Deadline, if applicable]. Otherwise, you may need to file a new claim request, subject to applicable time limits and policies.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]