[Date]

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

RE: FINAL NOTICE - Pending Closure of Claim #[Claim Number]

Dear [Recipient Name],

We are writing to inform you that we have not received the necessary documentation or communication required to move forward with your claim. This is our final attempt to contact you before we proceed with closing your file due to inactivity.

To keep your claim active, you must provide the following by [Deadline Date]:

- [Required Document/Action 1]
- [Required Document/Action 2]

Please be advised that if we do not hear from you by the date mentioned above, your claim will be closed effective [Closure Date]. Once a claim is closed for inactivity, it may not be eligible for reopening, or you may be required to file a new claim subject to current regulations and deadlines.

If you have already sent this information or if you believe this letter was sent in error, please contact your claims representative immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]
[Your Title]
[Company Name]