

[Date]

[Prospect Name]

[Prospect Address]

[City, State, Zip Code]

RE: Notice of File Closure Regarding [Matter/Project Description]

Dear [Prospect Name],

Thank you for contacting [Company/Firm Name] regarding [Description of Potential Services].

Since our initial communication on [Date of Last Contact], we have not received the necessary information or the signed engagement agreement required to move forward with your matter. As a result, we have not been formally retained as your representative.

Please be advised that we are closing our prospective file regarding this matter effective immediately. We will take no further action on your behalf.

Please be aware that legal matters are often subject to strict time limits and statutes of limitations. Failure to take action within these deadlines may result in the loss of your legal rights. We recommend that you consult with another professional or firm immediately if you still intend to pursue this matter.

If you decide you would like to proceed with our services in the future, please contact us to determine if we are able to open a new file. Any future engagement would be subject to a new conflict check and a signed engagement letter.

We wish you the best in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Firm Name]