

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of File Closure - Initial Intake

Dear [Client Name],

We are writing to follow up on our previous attempts to contact you regarding your inquiry dated [Date of Inquiry]. To date, we have not received the requested information or the signed documents necessary to move forward with your legal matter.

Because we have not heard from you, we are unable to open a formal file or provide legal representation at this time. As a result, we have closed our inquiry file regarding this matter.

Please be advised that [Law Firm Name] does not represent you in this or any other matter. You should be aware that legal claims are subject to time limits known as statutes of limitations. If you do not file a formal legal claim within the required timeframe, you may lose your right to pursue legal action forever. We recommend that you consult with another attorney immediately if you still wish to pursue this matter.

If you decide you would like to proceed with our firm in the future, please contact us to determine if we are able to reopen your inquiry based on our current caseload and conflict check procedures.

Thank you for your interest in our firm.

Sincerely,

[Your Name/Attorney Name]

[Law Firm Name]