

[Date]

[Prospective Client Name]

[Address]

[City, State, Zip Code]

RE: Notice of File Closure - [Matter Description]

Dear [Prospective Client Name],

We are writing to follow up on our previous communications dated [Date of last contact] regarding your potential legal matter. As of today, we have not received the information or signed engagement agreement required to move forward with your case.

Since we have not heard from you, we have assumed that you no longer require our legal services. Consequently, we are closing our file regarding this matter effective immediately.

Please be advised that this firm does not represent you in this matter. You should be aware that legal claims are subject to strict time limits known as statutes of limitations. If you do not file a lawsuit or take specific legal action within these timeframes, you may be forever barred from pursuing your claims. We strongly recommend that you consult with another attorney immediately if you still intend to pursue this matter.

We are returning any original documents you provided to us herewith. We will maintain a digital copy of our preliminary notes in accordance with our record retention policy.

Thank you for considering our firm. If your circumstances change in the future, you are welcome to contact us to see if we are available to assist you at that time.

Sincerely,

[Your Name/Firm Name]

[Title]