

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Non-Representation and Case Closure

Dear [Recipient Name],

We are writing to you regarding the legal matter involving [Brief Description of Matter].

As of this date, we have attempted to contact you on several occasions via [list methods, e.g., phone, email, and mail] on [dates of contact attempts]. We have not received a response from you to our inquiries.

Please be advised that because we have not heard from you, [Your Name/Law Firm Name] does not represent you in this matter. We have not taken any action on your behalf, and no attorney-client relationship has been established.

We are now closing our file regarding this inquiry. Please be aware that your legal matter may be subject to strict time limits known as statutes of limitations. If you do not take action or file a formal claim within these deadlines, you may be forever barred from pursuing your legal rights.

We strongly recommend that you consult with another attorney immediately if you still intend to pursue this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]