

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: NOTICE OF FILE CLOSURE - UNPAID INITIAL DEPOSIT

Dear [Client Name],

On [Date of Initial Agreement], we agreed to provide legal services regarding [Describe Matter/Case]. As part of our engagement agreement, an initial deposit of \$[Amount] was required to begin work on your file.

To date, we have not received the required deposit despite our previous requests for payment. As a result, we have not commenced work on your matter and are now formally closing your file in our office.

Please be advised that by closing this file, we do not represent you in this matter. You are responsible for all deadlines, statutes of limitations, or other legal requirements related to your case. We strongly recommend that you consult with another professional immediately if you wish to pursue this matter further.

If you decide to move forward with our services in the future, a new engagement agreement and the full deposit will be required, subject to our availability at that time.

Sincerely,

[Your Name/Firm Name]

[Your Title]