

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Intake Process

Dear [Client Name],

This letter is to formally notify you that we are closing your file and terminating the intake process for [Project/Service Name], effective immediately.

As outlined in our previous communications dated [Date of Initial Invoice] and [Date of Follow-up], a deposit of \$[Amount] was required to initiate our services and secure your placement. As of today's date, we have not received this payment.

Please be advised that:

- No professional relationship has been established.
- We will not be performing any work or taking any action on your behalf.
- Your file has been marked as inactive.

If you wish to pursue these services in the future, you will be required to begin the intake process again, subject to our current availability and pricing.

Sincerely,

[Your Name]

[Your Title]

[Company Name]