

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of File Closure and Disengagement - [Project/Matter Name]

Dear [Client Name],

We are writing to formally notify you that we are closing our file regarding [Project/Matter Name], effective as of [Date].

This decision follows our previous attempts to contact you on [Date of first attempt] and [Date of second attempt] regarding [specific action needed or pending information]. As we have not received a response or the necessary instructions to proceed, we are unable to continue our representation in this matter.

Please be advised of the following:

- **Status:** Our professional relationship regarding this specific matter is now terminated.
- **Deadlines:** Please be aware that there may be upcoming legal or contractual deadlines. Failure to act on these may result in the loss of your rights. We strongly recommend you seek alternative counsel immediately if you intend to pursue this matter.
- **Documents:** Your original documents are [being returned via mail / available for pickup / being held for X years per our retention policy].

We will issue a final invoice for services rendered up to this date, which you should receive shortly.

If you have any questions or if this was an oversight, please contact our office immediately. Otherwise, we wish you the best in your future endeavors.

Sincerely,

[Your Name/Signature]

[Your Company Name]