

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Termination of Representation - Lack of Contact

Dear [Client Name],

We are writing to formally notify you that [Firm Name] is terminating its professional relationship and representation of you in the matter of [Matter Name/Case Number], effective as of [Date].

This decision has been made due to a lack of communication from your side. Our records indicate that we have attempted to contact you on multiple occasions, specifically on [Dates of previous attempts], via [Phone/Email/Letter], with no response. As a result, we are unable to effectively move forward with your case or fulfill our professional obligations.

Regarding your file:

- We will cease all work on this matter immediately.
- Your original documents are [enclosed/available for pickup/being held until instructions are received].
- Please be aware of the following upcoming deadlines: [List Deadlines or state "None"]. It is vital that you retain new counsel immediately to ensure your rights are protected.

Final billing for services rendered up to this date will be sent to you under separate cover. Any remaining retainer balance will be refunded accordingly.

Please provide instructions on where to transfer your files by [Date]. If we do not hear from you, your files will be stored in accordance with our firm's retention policy.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]