

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL NOTICE AND TERMINATION OF SERVICES

Dear [Client Name],

This letter serves as a formal follow-up to our previous attempts to contact you on [Date of first attempt] and [Date of second attempt] regarding [Project Name/Matter]. To date, we have not received the necessary information or feedback required to move forward.

Due to this lack of communication, we are unable to fulfill our obligations under our agreement. Please consider this letter a final warning. If we do not hear from you by [Deadline Date], we will officially close your file and terminate our professional relationship effective [Termination Date].

Impact of Disengagement:

- All work on [Project Name] will cease immediately.
- [Optional: Mention any upcoming deadlines or legal statutes the client must handle alone].
- A final invoice for services rendered up to this date is attached.

We would prefer to complete this project as planned. If you wish to continue our services, please contact us at [Phone Number] or [Email Address] before the deadline stated above.

If we do not hear from you, we wish you the best in your future endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]