

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Inactive File and Termination of Representation

Dear [Client Name],

Our records indicate that there has been no activity or communication regarding your matter, [Matter Description/Case Number], since [Date of Last Activity]. As a result, we are classifying your file as inactive.

Please be advised that [Law Firm Name] is formally terminating its attorney-client relationship with you regarding this matter, effective [Date]. We will no longer be performing legal services or monitoring deadlines on your behalf.

The following items require your immediate attention:

- **Statutes of Limitations:** There may be legal deadlines or statutes of limitations that could impact your rights. You should consult with another attorney immediately to ensure these deadlines are met.
- **File Retrieval:** Your original documents are available for pickup at our office. Please contact us by [Date] to arrange for their return. After [Number] years, any remaining files will be destroyed in accordance with our document retention policy.
- **Final Accounting:** Enclosed is our final statement for services rendered. Please ensure the balance of [Amount] is settled by [Date].

We suggest you retain new legal counsel promptly if you intend to pursue this matter further. We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]