

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

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

Subject: Notice of Termination of Professional Services

Dear [Client Name],

We are writing to formally notify you that [Company Name] is closing your file and ending our professional relationship, effective [Date].

This decision follows our previous attempts to reach you on [Date of first attempt], [Date of second attempt], and [Date of final attempt] regarding [Subject/Project Name]. As we have not received the necessary information or feedback required to move forward, we are unable to continue providing services at this time.

Status of Work:

As of today, the project status is as follows: [Briefly describe current state].

Final Steps:

- Any outstanding deliverables completed to date are attached.
- Any unused deposit funds will be refunded by [Date].
- A final invoice for work completed up to [Date] is enclosed.

Please note that we are no longer responsible for any deadlines, filings, or obligations related to this project after the effective date mentioned above.

If you wish to resume services in the future, a new agreement and deposit will be required. We wish you the best in your future endeavors.

Sincerely,

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