

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Final Notice - Formal Disengagement of Services

Dear [Recipient Name],

This letter serves as a final follow-up to our previous attempts to contact you on [List Dates of Previous Attempts] regarding [Specific Project or Issue]. To date, we have not received the necessary response or documentation required to proceed.

As we have been unable to reach you to move forward, please be advised that **[Company Name] is officially closing your file and disengaging from our professional relationship, effective [Insert Date].**

As of this date:

- All work on [Project Name/Account] has been suspended.
- We will no longer represent you or perform services on your behalf regarding this matter.
- [Optional: Mention any outstanding fees or return of original documents].

If you wish to resume services in the future, a new agreement and updated terms will be required, subject to our current availability.

Should you have any questions regarding this final notice, you may contact us at [Phone Number] or [Email Address] before the effective date mentioned above.

Sincerely,

[Your Name]
[Your Title]
[Company Name]