

URGENT: FINAL NOTICE REGARDING YOUR LEGAL MATTER

Date: [Insert Date]

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

Re: Notice of Disengagement and Upcoming Legal Deadline

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] is terminating its legal representation of you, effective [Insert Date].

We are taking this action because we have been unable to reach you despite multiple attempts on [Insert Dates of previous contact attempts] via [phone/email/mail]. Your lack of communication has made it impossible for us to effectively move forward with your case.

CRITICAL WARNING REGARDING LEGAL DEADLINES:

Please be advised that there is a significant legal deadline approaching regarding your matter. Your [Statute of Limitations / Filing Deadline / Court Date] is scheduled for **[Insert Date]**. If you do not take action or secure new legal counsel by this date, you will likely lose your right to pursue your legal claims permanently.

Regarding your case file:

- We will hold your original documents for [Number] days.
- You may collect your file by contacting our office at [Phone Number].
- After [Number] days, any remaining documents will be [archived/destroyed] in accordance with our retention policy.

We strongly recommend that you consult with another attorney immediately to protect your interests and meet the upcoming deadline mentioned above.

Sincerely,

[Attorney Name]
[Law Firm Name]