

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name/Legal Counsel Name]

[Recipient Company/Law Firm]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Account Closure and Formal Abandonment of Litigation

Account Number: [Account Number]

Case Number: [Case Number, if applicable]

To [Recipient Name],

This letter serves as formal notice that **[Your Name/Company Name]** has elected to permanently close the above-referenced account, effective **[Date]**. Any remaining balance or contractual obligations associated with this account are hereby terminated.

Furthermore, please be advised that **[Your Name/Company Name]** is formally abandoning and withdrawing any and all current or pending litigation, claims, or legal actions against **[Opposing Party Name]** regarding the aforementioned account and any related disputes.

By way of this notice, we waive the right to pursue further legal remedies or collection efforts concerning this specific matter. We request that you update your records to reflect that this account is closed and that all legal proceedings are ceased with prejudice.

Please provide written acknowledgment of the receipt of this notice and confirmation that the litigation files have been closed within **[Number]** business days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]