

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: NOTICE OF FILE CLOSURE - CASE NO: [Case Number]

Dear [Recipient Name],

We are writing to formally notify you that we have closed our file regarding your small claims matter against [Name of Opposing Party].

This decision was made based on the following reason(s):

- Lack of communication or response to our recent inquiries.
- Failure to provide necessary documentation required to proceed.
- Expiration of the statutory time limits for further action.
- Your expressed desire to discontinue this claim.

As of [Date], we have ceased all work on this matter. No further action will be taken on your behalf. Please be advised that there may be legal deadlines (statutes of limitations) that could permanently prevent you from pursuing this claim in the future if you do not act independently.

We are returning your original documents herewith [or: We will maintain your file in storage for X years before destruction].

If you have any questions regarding this closure, please contact us immediately.

Sincerely,

[Your Signature]
[Your Printed Name]