

Subject: FINAL NOTICE: Notice of Permanent Abandonment

Dear [Recipient Name],

This letter serves as a formal follow-up regarding [Reference Item/Property/Case Number]. Our previous communication dated [Date of Previous Letter] requested that you [Action Required] by [Deadline Date].

As of today, we have not received a response or the required action from you. Please be advised that if we do not receive a response by [Final Deadline Date/Time], we will officially designate this [Item/Property/Case] as permanently abandoned.

Once the status of permanent abandonment is reached:

- Your rights to [Item/Property/Claim] will be forfeited.
- [Organization Name] will proceed with [Disposal/Reallocation/Closing of File] without further notice.
- Any associated fees or storage costs incurred to date will remain your responsibility.

To prevent this action, you must contact us immediately at [Phone Number] or [Email Address] before the deadline stated above.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]