September 27, 2023

NAME

501B Pecan St.

Petersburg, VA 23803

Dear Ms. NAME,

I write to let you know that we will be closing your case with our office because we were not able to contact you to do an initial appointment. In order to assist you with your case, I need to meet with you.

I have made several attempts to meet with you since you first called us for assistance. I followed up with you on September 8th and scheduled an appointment for September 12th. On that date, you asked to reschedule our appointment due to illness. We rescheduled for September 21st at 3pm. On that date, you did not come to your appointment or call us to let us know you would not be able to make it.

Because we have not heard from you, we will be closing your case. This means we will not make any additional attempts to contact you. **If you still need help with your case, please contact me at** **434-284-3643 by October 4, 2023.** After October 4th I will close your case. After October 4th, you may call our general intake line at (804) 643-1086 to do another intake.

I wish you all the best.

Sincerely,

Lauren King, Esq.