**Subject Line:** Don’t Let This Be Goodbye

Hello, (client).

I have made quite a few attempts to reach you regarding your account and services. Unfortunately, I haven’t heard back from you. Our team has requested documentation and/or information necessary for the completion of your services because without them we are unable to move forward. Your cooperation and assistance are crucial to our ability to assist you.

Our team is unable to hold your account open without progress. So, unfortunately, this will be my final attempt to communicate with you regarding this matter.

If we do not receive the requested documentation **within seven (7) days,** we will assume you have decided to halt action on your case. As a result, your **Power of Attorney will be revoked**, and **your case will be removed from our inventory.**

Addressing your tax concerns is important to me and I'd truly appreciate the opportunity to continue progress on your case.

If you can provide the required documentation and/or information below, I can continue working towards your resolution.

**At this time, I still require the following items:**

* Item 1
* Item 2
* Item 3

This is a time-sensitive matter. If you are able, please send this information to me today.

*I am always here to help. Please contact me using the information below to make me aware of any difficulties you’ve experienced in obtaining the information above.*

Sincerely,