

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

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

Re: Disengagement - Probate of the Estate of [Deceased Name]

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] has concluded its legal representation regarding the probate matter of the Estate of [Deceased Name]. Our attorney-client relationship for this specific matter is now closed.

We have completed the following tasks on behalf of the estate:

- [Task 1: e.g., Filing of the Petition for Probate]
- [Task 2: e.g., Notification of creditors and heirs]
- [Task 3: e.g., Final distribution of assets and discharge]

Enclosed with this letter, please find your original documents, including [List specific documents, e.g., the Original Will, Death Certificate, Property Deeds]. We recommend that you keep these documents in a secure location for your records.

Please be advised that since our representation has ended, we will not be taking further action regarding deadlines, tax filings, or future claims related to this estate. It is now your responsibility to manage any ongoing administrative tasks.

Final accounting of our services is [attached/has been sent separately]. Your final balance is [Amount].

Thank you for the opportunity to assist you during this time. If you require legal assistance for a different matter in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Name]
[Law Firm Name]