

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Completion of Estate Planning Services

Dear [Client Name],

We are pleased to confirm that the legal services regarding your estate plan have been completed. Enclosed are your original, executed documents, which include:

- [Last Will and Testament]
- [Revocable Living Trust]
- [Power of Attorney]
- [Health Care Directive]
- [Other Document Name]

Please ensure these documents are kept in a safe and accessible place. We recommend notifying your named executors or trustees of the location of these originals.

With the delivery of these documents, our attorney-client relationship for this specific matter is now concluded. However, we suggest reviewing your estate plan every three to five years, or sooner if you experience significant life changes such as marriage, divorce, births, or changes in tax laws.

Thank you for choosing our firm to assist with your estate planning needs. If you have any questions in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Firm Name]