

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Case Closing and Document Retention Policy - [Matter Name/Number]

Dear [Client Name],

We are writing to inform you that we have completed our legal services regarding the above-referenced matter. Consequently, we are closing our file in this case.

Enclosed with this letter, you will find [Original Documents/Specific Files] which we are returning to you for your permanent records. Please sign and return the enclosed acknowledgment form to confirm receipt of these items.

Regarding the remaining materials in your file, our firm's document retention policy is as follows:

- **Retention Period:** We will maintain your electronic and/or physical file for a period of [Number] years from the date of this letter.
- **Destruction:** After this period has expired, we will securely destroy the file without further notice to you.
- **Requests for Copies:** Should you require copies of any additional documents from our file before they are destroyed, please submit a written request to our office.

It has been a pleasure representing you. Please do not hesitate to contact us if you have questions regarding this policy or if you require legal assistance in the future.

Sincerely,

[Attorney Name]

[Law Firm Name]