

[Your Name/Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Closure and Termination of Representation**

Matter: [Case Name/Matter Number]

Dear [Client Name],

This letter serves as formal notification that [Your Name/Law Firm Name] has completed the legal services required for the above-referenced matter. Consequently, our attorney-client relationship and professional representation regarding this specific case are now terminated.

The final status of your case is as follows: [Briefly describe outcome, e.g., Final Judgment entered / Settlement signed / Filing completed].

Please be advised of the following regarding your file:

- **Original Documents:** We are returning your original documents [Enclosed/Available for pickup]. Please keep these in a safe place.
- **File Retention:** We will retain a digital copy of your file for [Number] years, after which the file will be destroyed according to our firm's document retention policy.
- **Future Deadlines:** Please be aware of the following upcoming deadlines or obligations: [List any dates, such as renewal filings or payment deadlines, or state "There are no further deadlines known"].

Enclosed is our final invoice for services rendered. [Mention if a refund of a retainer is included, if applicable].

We thank you for allowing us to represent you. If you require legal assistance in the future for a new matter, please do not hesitate to contact us.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]