

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Settlement Approval and Case Closing - [Case Name/Reference Number]

Dear [Client Name],

We are pleased to inform you that we have successfully reached a settlement agreement regarding your legal matter. This letter serves to formalize your approval of the settlement terms and to outline the final steps for closing your file.

Settlement Terms:

- **Gross Settlement Amount:** \$[Amount]
- **Attorney Fees:** \$[Amount]
- **Legal Expenses/Costs:** \$[Amount]
- **Net Amount to Client:** \$[Amount]

By signing this document, you acknowledge that you have reviewed the settlement breakdown, agree to the final distribution of funds, and authorize our firm to execute the necessary release forms on your behalf.

Next Steps:

Once the settlement check is received and cleared by our bank, we will issue your final payment. Following the disbursement of funds, our representation in this specific matter will conclude, and your case file will be closed in accordance with our firm's retention policy.

Please sign and return a copy of this letter to signify your approval.

Sincerely,

[Attorney Name]

[Law Firm Name]

Client Approval:

I hereby approve the settlement terms outlined above and authorize the closing of my case.

Signature: _____ Date: _____