

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Matter Conclusion and Final Invoice

Matter Name: [Matter Name/Case Number]

Our File No: [File Number]

Dear [Client Name],

We are pleased to inform you that our professional services regarding the above-referenced matter have been successfully concluded as of [Date]. It has been a pleasure representing you in this regard.

Please find enclosed our final monthly statement for services rendered and disbursements incurred through [End Date]. This statement reflects a final balance due of \$[Amount].

[Optional: Select one of the following paragraphs regarding trust accounts]

[Option A: If funds remain in trust]

Our records indicate that a balance of \$[Amount] remains in your trust account. Enclosed is a check for this amount, representing the remaining funds after the application of our final fees.

[Option B: If payment is required]

Please remit the final payment of \$[Amount] by [Due Date]. You may pay via [Payment Method].

As this matter is now closed, we will be moving your file to our inactive archives. In accordance with our document retention policy, we will maintain these records for [Number] years, after which they will be securely destroyed. If there are any original documents you wish to have returned to you, please notify us within [Number] days.

Thank you for choosing [Law Firm Name]. Please do not hesitate to contact us if you have any questions regarding this final statement or if we can be of assistance in the future.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Enclosure: Final Invoice