

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: Final Closing Statement and Settlement Distribution
Matter: [Case Name / Case Number]

Dear [Client Name],

We are pleased to inform you that your litigation matter regarding [Brief Case Description] has been officially concluded. Enclosed with this letter, please find the final settlement check and a detailed closing statement for your records.

The enclosed closing statement provides a comprehensive breakdown of the settlement funds, which includes:

- The total gross settlement amount received;
- Legal fees as per our retainer agreement;
- Reimbursement for litigation costs and advanced expenses;
- Payment of outstanding medical liens or third-party claims (if applicable);
- The final net amount payable to you.

Please review the statement carefully. By endorsing the settlement check, you acknowledge that the distribution is correct and that our firm's representation in this specific matter is now complete. We will proceed to close your file in our system and archive the records in accordance with our data retention policy.

It has been a pleasure representing you. Should you have any questions regarding this final statement or require legal assistance in the future, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]
[Law Firm Name]

Enclosures: Final Settlement Check, Closing Statement