

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Final Statement of Account - [Case Name/Matter Number]

Dear [Client Name],

Our records indicate that all legal matters regarding your family law case have now been concluded. Please find enclosed our final itemized statement for services rendered and costs incurred in connection with your file.

Summary of Account:

- Total Final Balance: \$[Amount]
- Trust Account Balance (if any): \$[Amount]
- Amount Due/Refund Amount: \$[Amount]

Payment of the remaining balance is due by [Date]. If there is a remaining balance in our trust account after all fees are satisfied, a check for the refund is enclosed with this letter.

We are now closing our file on this matter. We will retain your digital records for [Number] years, after which they will be destroyed in accordance with our retention policy. If you would like to pick up your original physical documents, please contact our office within 30 days.

Thank you for allowing us to represent you during this time. Please contact us if you have any questions regarding this final statement.

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosure: Final Invoice