

[Your Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Final Invoice for Intellectual Property Services - [Case/Matter Name or Number]

Dear [Client Name],

Please find enclosed the final invoice for legal services rendered in connection with [Title of Patent, Trademark, or Copyright Matter].

We are pleased to confirm that all necessary filings and procedures for this matter have been successfully completed. As of [Date], our records indicate that [Briefly describe final status, e.g., the trademark has been registered / the patent has been issued].

This statement covers all remaining professional fees and disbursements, including [List specific costs like filing fees, search fees, or late-stage amendments]. With the payment of this invoice, your account for this specific matter will be closed.

Please note that while this matter is concluded, you should continue to monitor your [Renewal/Maintenance] dates. Our firm [will / will not] be sending future reminders regarding these deadlines.

It has been a pleasure assisting you with your intellectual property needs. If you have any questions regarding this invoice or require assistance with future IP matters, please do not hesitate to contact us.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosure: Final Invoice #[Invoice Number]