

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Final Closing Statement - Bankruptcy Case No: [Case Number]

Dear [Client Name],

We are writing to inform you that the legal proceedings regarding your bankruptcy case have concluded. Enclosed, please find the final invoice for legal services rendered and costs incurred through the closing of your file.

This statement reflects the final balance due for our representation. Please review the itemized charges and process the payment by [Due Date] via [Payment Method].

As your case is now officially closed, we will begin the process of archiving your file in accordance with our record retention policy. We recommend that you keep your discharge papers and all related bankruptcy documents in a safe place for your permanent records.

It has been a pleasure assisting you through this process. If you have any questions regarding this final bill or require further assistance, please contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosure: Final Invoice