

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Final Billing and Case Closure - [Case Type/Application Number]**

Dear [Client Name],

We are pleased to inform you that we have completed our legal services regarding your immigration matter. It has been a pleasure assisting you with your [Specific Case, e.g., H-1B Visa / Green Card Application].

Enclosed, please find the final invoice for our services. This bill includes the remaining balance for professional fees and any outstanding administrative costs or filing fees incurred on your behalf.

Please note the following regarding your file:

- **Final Payment:** Payment is due by [Due Date].
- **Original Documents:** Any original documents belonging to you that are still in our possession are enclosed with this letter.
- **File Retention:** We will maintain a digital copy of your file for [Number] years, after which it will be destroyed in accordance with our retention policy.

Thank you for choosing [Law Firm Name] to handle your immigration needs. If you have any questions regarding this final statement or if you require assistance with future immigration matters, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosure: Final Invoice