

[Law Firm Name]  
[Law Firm Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

RE: FINAL INVOICE AND CASE CLOSURE  
Case Name: [Case Name / Style]  
Case Number: [Case Number]

Dear [Client Name],

Enclosed please find the final invoice regarding the legal services provided for your criminal defense matter. This statement reflects all remaining hours worked and costs incurred since your last billing statement.

As your case has now reached its final disposition, our legal representation is officially concluded. We have closed our internal file regarding this matter. Please note that we will retain your records for [Number] years, after which they will be destroyed in accordance with our firm's document retention policy. If you wish to pick up any original documents, please contact us within thirty (30) days.

Please remit the final balance of \$[Amount] by [Date]. You may pay by [Payment Method].

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

Sincerely,

[Attorney Name]  
[Law Firm Name]