

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Case Closure and Refund of Trust Funds

Dear [Client Name],

This letter is to formally notify you that we have completed all legal services regarding your matter, [Case Name/Matter Number]. As of [Date], your case file has been officially closed.

Our final accounting indicates that a balance remains in your client trust account. Please find enclosed a check in the amount of \$[Amount] representing the full refund of your remaining funds.

We have also enclosed a final statement of account detailing all disbursements and fees applied during the course of our representation. We recommend that you keep these documents for your personal records.

Thank you for allowing our firm to assist you with this matter. If you have any questions regarding this refund or your final statement, please contact our office at [Phone Number].

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Enclosures: [Check Number], [Final Statement]