

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Return of Remaining Retainer Funds - [Account/Case Number]

Dear [Client Name],

This letter is to inform you that our legal services regarding [Description of Matter] have been concluded. We have completed the final billing for your file.

After deducting all outstanding fees and costs, there is a remaining balance of \$[Amount] in your retainer account. Please find enclosed a check for this amount, along with your final itemized statement.

We have also enclosed any original documents belonging to you. We will maintain our copy of your file for [Number] years, after which it will be destroyed in accordance with our retention policy.

Thank you for allowing us to represent you in this matter. If you have any questions regarding your final statement or the enclosed check, please contact our office.

Sincerely,

[Your Name/Firm Name]

[Title]

Enclosures: Check #[Number], Final Statement, Original Documents