

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Completion of Services and Disengagement**

**Property: [Property Address]**

Dear [Client Name],

We are pleased to confirm that the real estate transaction regarding the property mentioned above has been successfully closed as of [Closing Date]. As the closing is complete, our professional representation of you in this specific matter has now concluded.

Our final services included the review of closing documents, verification of fund transfers, and [List any other specific final tasks]. We have enclosed copies of your final settlement statement and other pertinent closing documents for your records.

Please note that we will retain your file for a period of [Number] years in accordance with our document retention policy, after which the file will be destroyed. If there are original documents you wish to have returned to you, please notify us within [Number] days.

Regarding any remaining funds in our trust account: [Choose one: All funds have been disbursed / Enclosed is a check for the remaining balance of \$0.00]. A final invoice for our services is [Choose one: enclosed / has been paid in full].

While our attorney-client relationship for this particular transaction is now at an end, we would be happy to assist you with any future real estate or legal needs you may have. Please be advised that we will not be monitoring deadlines or performing further actions regarding this matter unless a new formal engagement agreement is signed.

Thank you for choosing [Law Firm Name] to assist you with this transaction.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]