

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Matter and Disengagement - Project [Project Name/Merger Name]

Dear [Client Contact Name],

We are pleased to congratulate you on the successful completion of the merger between [Company A] and [Company B], which closed on [Closing Date]. It has been a pleasure representing [Client Name] throughout this transaction.

With the finalization of the closing documents and the filing of the necessary regulatory certificates, our legal services regarding this specific merger have now concluded. Accordingly, our professional relationship for this matter is now formally ended.

Status of Files

We will return your original documents to you shortly. We will retain a digital copy of the closing binder for our records in accordance with our firm's document retention policy. Unless you instruct us otherwise, these files will be destroyed after [Number] years.

Final Invoicing

Enclosed is our final statement for services rendered and expenses incurred through the completion of this matter. If you have any questions regarding this final invoice, please contact us within [Number] days.

Future Representation

While this specific engagement has ended, we would welcome the opportunity to assist you with future corporate needs or post-merger integration matters. Please note that unless we are formally retained for a new matter, we will not be responsible for monitoring future filing deadlines or regulatory changes affecting the merged entity.

Thank you for choosing [Law Firm Name]. We wish you continued success with the new venture.

Sincerely,

[Partner Name]

[Law Firm Name]