

[Date]

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

RE: Notice of Completion of Representation - [Case Name/Matter Number]

Dear [Client Name],

We are writing to formally confirm that our legal representation of you regarding [Case Name/Settlement Matter] has concluded. This follows the final settlement reached on [Date] and the completion of all related administrative tasks.

Final Status

The settlement agreement has been executed by all parties, and the settlement funds in the amount of [Amount] have been [distributed/deposited/received]. We have filed the necessary [Dismissal with Prejudice/Closing Documents] with the court.

Financial Summary

Enclosed is our final statement of account. This reflects all fees, costs, and the distribution of settlement proceeds. [Include if applicable: We have also enclosed a check for the remaining balance in your trust account.]

File Retention

We will retain your file for a period of [Number] years in accordance with our firm's policy and state bar regulations. After this period, the file will be securely destroyed. If you wish to retrieve any original documents or copies of the file, please notify us in writing within [Number] days.

End of Attorney-Client Relationship

Our attorney-client relationship for this specific matter is now terminated. We do not have any further obligation to monitor deadlines, changes in the law, or filing requirements related to this case. Should you require legal assistance for a new matter in the future, a new engagement agreement will be required.

It has been a pleasure representing you. Thank you for choosing our firm.

Sincerely,

[Attorney Name]
[Law Firm Name]

Enclosures: Final Statement, [List other documents]