

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Finalization of Estate Planning Services

Dear [Client Name],

We are pleased to inform you that we have completed the legal services requested in connection with your estate planning. Enclosed with this letter are your original executed documents, including:

- [Document Name, e.g., Last Will and Testament]
- [Document Name, e.g., Revocable Living Trust]
- [Document Name, e.g., Durable Power of Attorney]
- [Document Name, e.g., Health Care Directive]

With the delivery of these documents, our legal representation of you in this specific matter has concluded. Our attorney-client relationship for this project is now finished, and we will move your file to our inactive records.

Please ensure that your original documents are kept in a safe and accessible place. You should also notify your designated executors or trustees regarding the location of these records.

It is important to remember that changes in your family status, financial situation, or future changes in tax laws may require updates to your plan. We recommend that you review your estate plan every [Number] years or whenever a significant life event occurs.

Thank you for allowing us to assist you with your estate planning needs. If you require legal assistance in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]