

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Final Decree of Divorce and Closure of File

Case Number: [Case Number]

Dear [Client Name],

We are pleased to inform you that your divorce matter is now concluded. Enclosed with this letter is the Final Decree of Divorce, which was signed by the Judge and entered into the court records on [Date].

This document represents the final judgment of the court. Please review it carefully and keep it in a secure location, as you may need it for future legal, financial, or administrative purposes (such as updating your social security records, driver's license, or bank accounts).

With the entry of this Final Decree, our legal representation of you in this matter has now ended. We will be closing our file regarding this case. Please note the following regarding your records:

- **Original Documents:** We have returned any original documents you provided to us. If you believe we still have originals, please contact us immediately.
- **File Retention:** We will maintain our digital/physical file for a period of [Number] years, after which it will be destroyed in accordance with our firm's retention policy.
- **Future Matters:** Our firm is not responsible for any future filings, modifications, or enforcement of this decree unless we are formally retained under a new agreement.

Enclosed is our final statement of account. [Mention if a refund is enclosed or if a final balance is due].

Thank you for allowing us to represent you during this time. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]

[Law Firm Name]