

[Law Firm Name]  
[Law Firm Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

RE: NOTICE OF DISENGAGEMENT - CASE DISMISSED

Case Name: [Case Name/Caption]

Case Number: [Court Case Number]

Dear [Client Name],

We are writing to formally conclude our legal representation of you regarding your criminal defense matter. As you are aware, on [Date of Dismissal], the court granted a dismissal of the charges against you. Congratulations on this outcome.

Since the case has been dismissed and the matter is resolved, our attorney-client relationship for this specific case has ended. We will take no further action on your behalf. We have enclosed copies of all final court orders for your records.

Regarding your file, we will maintain our records for [Number] years in accordance with our firm's document retention policy. After that time, the file will be destroyed unless you request to pick it up sooner. If there are original documents you wish to have returned immediately, please contact us within [Number] days.

Please be advised that while the case was dismissed, you may wish to consult with an attorney in the future regarding the possibility of expunging or sealing your arrest record, as a dismissal does not automatically remove the incident from your criminal history.

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

Sincerely,

[Attorney Name]  
[Law Firm Name]