

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Termination of Legal Representation - [Case Name/Matter Number]

Dear [Client Name],

The purpose of this letter is to formally confirm that [Law Firm Name] has concluded its legal representation of you regarding [Description of Matter].

Our attorney-client relationship for this specific matter is now terminated. We have completed the following services: [List major tasks completed]. As of this date, we will take no further action on your behalf unless a new, formal engagement agreement is signed by both parties.

Please note the following important information regarding your file:

- **Status of Matter:** [State if case is closed, judgment entered, or if deadlines are pending].
- **File Disposition:** We are returning your original documents to you via [Method of Delivery]. We will maintain a digital copy of your file for [Number] years, after which it will be destroyed in accordance with our retention policy.
- **Final Accounting:** Enclosed is our final invoice for services rendered. [Mention refund of remaining retainer if applicable].

We recommend that you remain mindful of any future deadlines or statutes of limitation that may apply to your situation. If you choose to seek further legal advice, we suggest you do so promptly.

It has been a pleasure representing you. If you have any questions regarding this letter, please contact us.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]