

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Disengagement and File Closure - [Matter Description/Case Number]**

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] is closing your file regarding the above-referenced matter. This decision is based on the period of inactivity regarding this case and our lack of recent communication with you.

Effective as of the date of this letter, our attorney-client relationship has ended. We are no longer representing your interests or performing any legal work on your behalf in connection with this matter. We recommend that you consult with another attorney immediately if you intend to pursue this legal issue further, as there may be statutes of limitations or other deadlines that could permanently bar your legal rights.

Regarding your file, we have taken the following action:

- Original documents provided by you are [enclosed/available for pickup].
- We will retain our copy of your file for [Number] years in accordance with our record retention policy, after which it will be destroyed.
- [Optional: Any remaining funds in your trust account are enclosed.]

If you have any questions regarding this closure or wish to retrieve your file, please contact our office no later than [Date].

Thank you for the opportunity to have served you.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]