

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Mutual Disengagement - [Case/Matter Name or File Number]**

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] has concluded its legal representation of [Client Name] regarding [Description of Legal Matter]. As the objectives of this matter have been achieved and the case is now closed, our attorney-client relationship for this specific matter has ended by mutual agreement.

**Status of Matter:**

The final [Judgment/Agreement/Order] was entered on [Date]. No further action is required from our firm at this time.

**Disposition of Files:**

We are returning your original documents herewith [or specify if they are available for pickup]. We will maintain a digital copy of your file in accordance with our firm's retention policy for a period of [Number] years, after which the file will be destroyed.

**Final Billing:**

Enclosed is our final invoice for services rendered. [Optional: Please note that your remaining retainer balance of \$[Amount] is being refunded via the enclosed check].

**Future Representation:**

While our representation regarding this specific matter has concluded, we would be pleased to assist you with any future legal needs under a new engagement agreement. Please be advised that we will not be monitoring future deadlines or changes in the law related to this concluded matter.

We appreciate the opportunity to have served you. Please sign and return the enclosed copy of this letter to acknowledge our mutual agreement regarding the conclusion of this representation.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

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**Acknowledgment:**

I, [Client Name], acknowledge and agree that the legal representation for the above-referenced matter has concluded.

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[Client Signature] / [Date]