

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Case Closure and Disengagement - [Matter Name/Case Number]

Dear [Client Name],

We are writing to formally inform you that [Company/Firm Name] has completed the legal services requested in connection with [Description of Matter]. As this matter has now reached its conclusion, we are closing our file and ending our professional representation at this time.

Status of Work:

All necessary tasks, including [mention key results, e.g., final judgment, signed contract, or settlement], have been finalized. There are no further actions required from our office regarding this specific matter.

Return of Documents:

Enclosed with this letter, you will find [list documents being returned, e.g., original titles, certificates, or evidence]. We will retain our internal file and copies of records for a period of [Number] years in accordance with our record retention policy, after which the file will be destroyed.

Final Billing:

[Option 1: Our final invoice is enclosed for your review.]

[Option 2: Your account has been paid in full, and no further charges are due.]

[Option 3: We have enclosed a check for \$[Amount], representing the remaining balance held in our trust account.]

Future Representation:

Please note that our attorney-client relationship for this matter has concluded. Should you require assistance with new or different legal issues in the future, a new engagement agreement will be required.

Thank you for the opportunity to represent you. If you have any questions regarding this letter, please contact us within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Company/Firm Name]