

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Representation - [Case Name/Matter Number]

Dear [Client Name],

Congratulations again on the favorable verdict reached in your case on [Date]. We are pleased with this outcome and are happy to have successfully resolved this litigation on your behalf.

Following the final entry of judgment and the completion of all necessary post-trial filings, our legal representation regarding this matter has now concluded. Our attorney-client relationship for this specific case is now officially terminated.

Regarding your file, we will retain our records for [Number] years in accordance with our retention policy. After this period, the file may be destroyed. If you would like to pick up any original documents or request a copy of your file, please notify us by [Date].

Enclosed, you will find [mention any final documents, such as the final judgment or a refund of remaining retainer funds, if applicable].

Thank you for allowing us to represent you. If you require legal assistance for any new matters in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]