

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Representation and Disengagement

Dear [Client Name],

We are writing to formally confirm that [Law Firm Name] has completed its legal services in connection with [Case Name/Matter Number]. As the settlement agreement has been fully executed and the settlement funds have been [disbursed/received], our professional relationship regarding this specific matter is now concluded.

Status of Files

We are returning your original documents herewith. We will maintain a digital copy of your file in accordance with our firm's retention policy for [Number] years, after which the file will be destroyed. If you require additional copies of any documents, please notify us within [Number] days.

Final Accounting

Enclosed is our final statement for services rendered and costs incurred. [Optional: Our records show a remaining balance of \$0.00 / Please find a check for the remaining balance of your retainer.]

Post-Settlement Obligations

Please be advised that you may have ongoing obligations under the terms of the settlement agreement, such as confidentiality or non-disparagement clauses. It is your responsibility to ensure future compliance with these terms. We will not be monitoring these obligations moving forward.

It has been a pleasure representing you. If you require legal assistance in the future for new matters, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]