

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Services and Disengagement

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] has concluded its legal representation of you regarding [Case Name/Matter Number]. As the court has issued the Final Decree and the litigation process has concluded, our professional relationship for this specific matter is now finished.

Enclosed with this letter, please find the following final documents for your records:

- The signed Final Decree dated [Date]
- [Additional Document 1]
- [Additional Document 2]

We are returning your original file materials to you. We will maintain a digital copy of your file for [Number] years in accordance with our document retention policy, after which the file will be destroyed. Please ensure you keep these original documents in a secure location, as they are essential for your future legal and financial planning.

While our representation regarding this litigation has ended, please be aware that there may be future filing deadlines or obligations mentioned in the Final Decree that you must personally oversee. Unless we are retained under a new, written agreement, we will not be monitoring these dates or performing further work on your behalf.

It has been a pleasure assisting you. If you require legal services in the future for a new matter, please do not hesitate to contact us.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]