

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of File Closure and Document Retention Policy**

Matter: [Case Name / Matter Number]

Dear [Client Name],

We are writing to formally notify you that we have closed our file regarding the above-referenced matter following its conclusion. Our representation of you in this specific legal matter has now ended.

Enclosed with this letter, you will find [List any original documents being returned, e.g., original contracts, deeds, or physical evidence]. We recommend that you keep these documents in a safe and secure location.

In accordance with our firm's document retention policy, we will maintain your electronic and physical files for a period of [Number] years from the date of this letter. After this period has expired, we will destroy the file and all contents therein without further notice to you, unless you request in writing that the file be delivered to you prior to that time.

Please note that the firm will not be responsible for monitoring any future deadlines, statutes of limitation, or changes in the law related to this matter now that the file is closed.

It has been a pleasure representing you. If you have any questions regarding this closure or require legal assistance in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Firm Name]