

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are pleased that your legal matter regarding [brief description of matter] has been successfully resolved via the settlement agreement executed on [date].

This letter serves as formal notification that our legal representation of you in this specific matter has concluded. Our attorney-client relationship is now finished. We have completed all necessary tasks, including [list key tasks, e.g., filing the dismissal with the court and distributing settlement funds].

Enclosed with this letter, please find [list any documents being returned, e.g., original contracts or evidence]. We will retain our file on this matter for [number] years, after which it will be destroyed in accordance with our firm's document retention policy.

Please note that we are not responsible for any future deadlines, filings, or obligations related to this case moving forward. If you require legal assistance for new matters in the future, we would be happy to discuss a new engagement agreement at that time.

Thank you for allowing us to represent you. We wish you the very best.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]