

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Closing of Matter - [Case Name or Reference Number]

Dear [Client Name],

We are pleased that your legal matter has been successfully resolved through the recent settlement. As all terms of the settlement agreement have been fulfilled and the settlement funds have been disbursed, our legal representation of you in this matter is now concluded.

Enclosed with this letter, please find the following documents:

- A final accounting statement of the settlement funds.
- Original documents provided to us during the course of this case.
- [List any other specific documents].

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. If you require any additional copies of the file before that time, please let us know.

Please note that our attorney-client relationship for this specific matter has ended. We are not responsible for monitoring any future deadlines or obligations related to this settlement unless a new formal engagement agreement is signed.

Thank you for allowing us to represent you. If you have any final questions or require assistance with a new legal matter in the future, please feel free to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]