

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

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

Dear [Client Name],

We are pleased that a final settlement has been reached and formalised in the matter of [Matter Name/Case Number]. This letter serves as formal notification that our legal representation of you in this specific matter has now concluded.

We have performed the following closing actions:

- Executed and filed the final settlement agreement.
- Received the settlement funds in the amount of [Amount].
- Disbursed funds to you, less agreed-upon legal fees and costs, as detailed in the attached final invoice.
- Filed the necessary dismissal documentation with the court.

Our attorney-client relationship for this matter is now terminated. We will retain your file in accordance with our firm's retention policy for [Number] years, after which it will be destroyed unless you request otherwise. If there are original documents you wish to have returned to you, please notify us by [Date].

Please be advised that we will not be taking any further action regarding this case, including monitoring deadlines or future compliance with the settlement terms, unless a new formal engagement agreement is signed.

Thank you for allowing us to represent you. If you have any questions regarding this final statement, please contact us.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Firm Name]