

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Completion of Representation and Disengagement

Dear [Client Name],

We are pleased that we were able to reach a successful settlement in your matter regarding [Case Description/Matter Number]. As the settlement funds have been fully disbursed and all necessary documents have been executed, our legal representation of you in this specific matter is now complete.

Effective as of the date of this letter, our attorney-client relationship has concluded. We will now close our file regarding this case. Please note the following important information:

- **File Retention:** We will retain your electronic and physical records for a period of [Number] years, after which they will be destroyed in accordance with our firm's document retention policy. If you would like a copy of your file, please contact us within [Number] days.
- **Future Matters:** This disengagement is limited to the matter mentioned above. We are not currently representing you in any other legal capacity. If you require legal assistance in the future, a new engagement agreement will be required.
- **Post-Settlement Obligations:** Please ensure you adhere to any ongoing terms of your settlement agreement, such as confidentiality or non-disparagement clauses.

It has been a pleasure representing you. We wish you the very best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]