

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are pleased that your legal matter has reached a final settlement. As the settlement funds have been disbursed and all related administrative tasks are complete, this letter serves as formal notification that [Law Firm Name] has concluded its legal representation of you regarding [Description of Matter].

Our attorney-client relationship for this specific matter is now closed. Accordingly, we will take no further action on your behalf unless we are formally retained under a new agreement.

Status of Files:

We are returning your original documents herewith [or state if they are available for pickup]. We will maintain a digital copy of your file in accordance with our firm's retention policy for [Number] years, after which the file will be destroyed.

Final Financial Summary:

Total Settlement Amount: \$[Amount]

Legal Fees & Costs: \$[Amount]

Net Amount Paid to Client: \$[Amount]

It has been a pleasure representing you. If you have any questions regarding this final closing, please contact us at [Phone Number]. We wish you the very best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]