

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are writing to formally confirm that our legal representation of you regarding [Brief Description of Matter] has concluded. This follows the final settlement reached on [Date] and the completion of all related administrative tasks.

Our attorney-client relationship for this specific matter is now closed. We have completed the following actions on your behalf:

- Execution of the settlement agreement.
- Receipt and disbursement of settlement funds.
- Filing of the dismissal with the court.

Regarding your file, we will retain our records for [Number] years in accordance with our firm's retention policy. After this period, the file will be destroyed. If you would like any original documents returned to you, please notify us within [Number] days.

Please be advised that we will not be taking any further action or monitoring deadlines related to this matter. Should you require legal assistance for new or different matters in the future, we would be pleased to discuss a new engagement with you.

Thank you for the opportunity to represent you. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]

[Law Firm Name]