

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

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

Dear [Client Name],

We are pleased that a final settlement has been reached and finalized in your case regarding [Brief Description of Matter].

As the settlement funds have been disbursed and all necessary legal documents have been executed and filed, our legal representation of you in this matter is now concluded. Effectively immediately, [Law Firm Name] no longer represents you in this specific case, and we have closed our file.

Final Case Summary:

- Total Settlement Amount: \$[Amount]
- Legal Fees and Expenses Deducted: \$[Amount]
- Net Amount Paid to Client: \$[Amount]
- Date of Final Payment: [Date]

File Retention:

We will retain your digital and physical files for a period of [Number] years in accordance with our firm's retention policy. After this period, the file may be destroyed. If you wish to pick up your original documents, please contact our office within [Number] days.

Future Obligations:

Please be advised that while this case is closed, you may still have personal obligations related to the settlement, such as [Tax Implications/Future Medical Liens]. We recommend consulting with a [Tax Professional/Relevant Expert] regarding these matters as they fall outside the scope of our legal services.

It has been a pleasure representing you. If you require legal assistance in the future for a new and separate matter, please do not hesitate to contact us.

Sincerely,

[Attorney Name]
[Law Firm Name]