

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

[Date]

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

RE: Notice of Completion of Representation and Disengagement

Dear [Client Name],

This letter confirms that [Law Firm Name] has concluded its legal representation of you regarding [Matter/Case Name]. As the settlement has been finalized and the funds have been disbursed according to the settlement agreement, our professional relationship regarding this specific matter is now complete.

We have enclosed the following final documents for your records:

- [Document 1: e.g., Final Settlement Statement]
- [Document 2: e.g., Executed Release Form]
- [Document 3: e.g., Copy of Check Disbursement]

Please note that we will retain your file for a period of [Number] years in accordance with our firm's document retention policy. After this time, the file will be destroyed unless you request in writing that it be returned to you before that date.

As this matter is now closed, we will take no further action on your behalf unless a new formal engagement agreement is signed. We recommend that you keep all settlement documents in a safe place, as they may be required for future tax or legal purposes.

It has been a pleasure representing you. If you have any questions regarding this final closing of your file, please contact us within [Number] days.

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]