

[Attorney Name/Law Firm Name]  
[Address]  
[City, State, Zip Code]

[Date]

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

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

Dear [Client Name],

We are pleased that your legal matter has reached a final resolution through the settlement reached on [Date Settlement Finalized]. As the settlement funds have been disbursed and all necessary closing documents have been filed, our legal representation of you in this matter is now complete.

Accordingly, the attorney-client relationship between [Law Firm Name] and you is formally terminated as of the date of this letter. We will be closing our file regarding this matter.

Enclosed with this letter, please find the following original documents from your file: [List Documents, e.g., original contracts, medical records]. We will maintain a digital copy of your file for [Number] years in accordance with our firm's retention policy, after which time the file may be destroyed.

Please note that this disengagement is specific to the matter referenced above. This letter does not affect our representation of you in any other ongoing legal matters, if applicable.

It has been a pleasure serving you. If you have any questions regarding this final step or if you require legal assistance in the future, please do not hesitate to contact us.

Sincerely,

[Attorney Signature]  
[Attorney Printed Name]  
[Law Firm Name]