

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Representation and Case Closure

Matter: [Case Name/Reference Number]

Dear [Client Name],

We are pleased that your legal matter has been resolved via the settlement reached on [Date]. As the terms of the settlement agreement have been executed and the settlement funds have been distributed, our legal representation of you in this matter is now complete.

Enclosed with this letter, please find the following final documents for your records:

- A copy of the signed Settlement Agreement.
- A copy of the Dismissal filed with the court.
- The final accounting statement regarding the distribution of funds.
- [Optional: Any original documents provided by the client].

The attorney-client relationship between [Law Firm Name] and you is now formally terminated with respect to this specific matter. We will retain your file for a period of [Number] years in accordance with our document retention policy, after which the file will be destroyed unless you request otherwise in writing.

Please note that there may be ongoing obligations or deadlines outlined in your settlement agreement that you must personally manage. We recommend you keep your copies of these documents in a safe place for future reference.

Thank you for allowing us to represent you. If you require legal assistance in the future for a new matter, please do not hesitate to contact us.

Sincerely,

[Attorney Name]

[Law Firm Name]