

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Case Closure and Disengagement**

Dear [Client Name],

We are pleased that your legal matter regarding [Case Description/Matter Name] has reached a final settlement. As the settlement funds have been disbursed and all related administrative tasks are complete, we are formally closing our file on this matter.

Our professional representation of you regarding this specific case has now concluded. We will no longer be taking any further action on your behalf concerning this settlement unless a new formal agreement is signed.

Regarding your file records:

- We will retain our electronic and physical files for [Number] years in accordance with our document retention policy.
- After this period, the file will be securely destroyed.
- If there are original documents you wish to have returned to you, please contact us within [Number] days.

It has been a pleasure representing you. If you require legal assistance in the future for other matters, please do not hesitate to contact our office.

Sincerely,

[Attorney Name]

[Law Firm Name]