

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion of Legal Services - [Case Name/Matter Number]

Dear [Client Name],

We are writing to formally confirm that [Law Firm Name] has completed its legal representation of you regarding [Matter Description]. As the settlement has been finalized and the settlement funds have been distributed, our professional relationship for this specific matter has now concluded.

The final steps taken on your behalf included:

- Execution of the Settlement Agreement;
- Filing of the Stipulation of Dismissal with the Court;
- Distribution of settlement proceeds as per the signed Disbursement Statement.

Please be advised that we are returning your original documents herewith. We will maintain our file for this matter in accordance with our firm's retention policy for [Number] years, after which the file will be destroyed unless you request otherwise in writing.

As this case is now closed, we will take no further action regarding this matter. We recommend that you keep all settlement documents in a safe place for your records, especially for tax purposes.

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

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]