

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement and Final Billing - [Case/Matter Name]

Dear [Client Name],

This letter serves to formally notify you that our professional relationship regarding [Matter Name] has concluded. As previously discussed, your retainer has been fully exhausted as of [Date].

Attached is your final invoice detailing the remaining balance for services rendered and costs incurred. Please note the following regarding the closure of your file:

- **Final Balance:** The outstanding balance of \$[Amount] is due by [Date].
- **Work Status:** All active legal work on this matter has ceased. We have completed [mention final milestone, e.g., the trial/the filing of the agreement].
- **File Retention:** We will retain your file for [Number] years in accordance with our document retention policy. If you wish to retrieve your original documents, please contact us by [Date].
- **Future Deadlines:** Please be advised that you are now responsible for all future deadlines, filings, and court appearances. [Mention specific upcoming dates if applicable].

We appreciate the opportunity to have represented you. If you have any questions regarding your final statement or the transition of your file, please contact our office at [Phone Number].

Sincerely,

[Your Name]

[Firm Name]