

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Conclusion of Legal Representation - [Case Name/Matter Number]

Dear [Client Name],

Our records indicate that the retainer funds previously deposited for your legal matter have been fully depleted. As previously discussed in our engagement agreement, the continuation of our services was contingent upon the maintenance of an active retainer balance.

Because the retainer has not been replenished, please be advised that [Law Firm Name] has formally concluded its representation of you in this matter effective [Date].

Status of Your Matter:

The current status of your case is: [Insert Status, e.g., Final Judgment Entered / Pending Hearing on Date].

Upcoming Deadlines:

Please be aware of the following critical deadlines: [Insert Deadlines or "None"]. Failure to take action by these dates may result in the loss of legal rights.

File Disposition:

Your original file is available for pickup at our office. We will maintain a digital copy for [Number] years, after which it will be destroyed in accordance with our retention policy.

Enclosed is a final invoice detailing the application of the remaining retainer funds. If you have any questions regarding this transition, please contact us immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]