

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement and Trust Account Closure - [Matter Name/Case Number]

Dear [Client Name],

This letter serves to formally confirm that our legal representation of you regarding [Matter Name] has concluded as of [Date].

As part of our closing procedures, we have reviewed your client trust account. Our records indicate that all funds held in trust on your behalf have been fully earned or disbursed. Consequently, your trust account balance is now zero (\$0.00).

We have enclosed a final accounting statement showing all transactions, deposits, and disbursements related to this matter for your records. No further action is required on your part regarding these funds.

Regarding your file, we will retain our records in accordance with our firm's retention policy. Please let us know if you wish to pick up any original documents currently in our possession.

Thank you for allowing us to assist you with this matter. We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Firm Name]

Enclosure: Final Trust Account Statement