

# DISENGAGEMENT LETTER: CLOSING LETTER

[Date]

[Client Name]

[Client Address]

[Client Address]

Re: Confirmation of Disengagement

File ID: [Matter or case description]

Dear [Client's Name]:

It has been a pleasure representing you in connection \_\_\_\_\_.

As you are aware, the case has now concluded with [description of final event][judgment][nonsuit] [the delivery of the final documents] . Applicable documents have been signed by and filed with the court. A copy has also been enclosed for your personal records. We have contacted [Opposing Party]'s [e.g., insurance carrier] who should soon be contacting you to [final instruction].

Since all legal work has now been completed for this matter, we are closing our file, removing it from our active accounts list and returning all original records to you. Please note that the final invoice is also enclosed. We suggest that you keep all information relating to the matter in a safe place where it can be easily located. As we discussed in our initial interview, we will store your file for [State Time Period] years from the date of this letter, then the files will then be destroyed, unless you desire to keep that file yourself intact. If you do desire to retain your original file, please let us know so we can ensure delivery of all information to you.

We truly hope that this matter has been completed to your satisfaction, as it is our goal to meet the expectations of our clients in every matter we handle for them. Enclosed, please find a questionnaire for evaluation of the services provided and a self-addressed, stamped envelope for return. We would greatly appreciate your participation as any information provided will allow us to enhance the quality of service offered by the firm.

Thank you again for allowing [Law Firm] to represent you in this matter. If you have any further questions on this or any other issue, please do not hesitate to contact us.

Sincerely,

[Attorney's Name]

[Law Firm]

*Note: This is a sample form only and is written for the general purposes of facilitating clear expectations and avoiding misunderstandings between an attorney and client. It is not intended as legal advice or opinion and will not provide absolute protection against a malpractice action.*