**Your Name**

**Company Name**

**Street Address**

**City**, **State** **ZIP code**

**Recipient Name**

**Street Address**

**City**, **State** **ZIP code**

**Email Address**

**Date**

Choose an item.

Re: Conclusion of Legal Matter

Dear **Recipient Name**,

Thank you for the opportunity to assist you with **description of legal issue**. Enclosed please find the following:

1. [include every relevant item, including copies of final pleadings/documents, original legal documents that were created, and any original documents you received from the client in the course of the matter]
2. [also consider including an electronic copy of the client file for the client’s convenience]

Please review these documents and notify me immediately if you believe I am still in possession of any of your original documents. Otherwise, I will assume that you have what you need and I will consider this matter now concluded. You can expect to receive your final bill from me by date of the next billing cycle.

Thank you for the opportunity to be of service to you. Along with this letter, you will receive a separate email with a link to complete a survey about your experience with us. Thank you in advance for your input on the survey, and please feel free to contact me directly with any additional feedback you have.

Going forward, you should be aware of the following considerations related to your matter:

• [list any deadlines, dates of significance, ongoing obligations, etc.]

Consistent with the document retention policy outlined in your engagement agreement dated date of engagement agreement, we will keep a copy of your client file (either electronically or in hardcopy form) for [cite retention policy—e.g. at least seven (7) years]. At the conclusion of that period, we will securely destroy the file consistent with our retention policy. If you wish to receive a copy of your client file, please notify us by [specific date—e.g. one month before the retention period ends].

While this concludes the scope of our engagement, please do not hesitate to contact me if any future issues arrive. If you need to retain my services again, we will execute a new engagement agreement. In the meantime, I wish you well.

Kindly,

**Signature**