

Letter 1

[Date]

[Client Name]
[Client Mailing Address]
[Client City, State, Zip]

RE:

Dear _____:

This is to confirm that all work necessary to our representation of you has been completed and we will take no further action on your behalf in regard to this matter. We wish to take this opportunity to thank you for allowing us to represent you. It has been our pleasure and we look forward to working with you in the future should the need ever arise. While our work is complete, you still yet need to take care of the following. *[Outline everything the client must yet do as well as any legal ramifications if they fail to follow through].*

We are returning your original *[records, documents]* related to your case and we are closing our file. As we discussed during our initial interview with you, your file will be kept for a period of *[number of]* years. The file will then be destroyed unless you request that we store it longer or return it to you at that time. If you wish us to store the file for a longer period or return it to you when our normal retention period expires, you must give us written notice of that desire within two weeks of your receiving this letter. Please note that you will need to be responsible for keeping us informed as to how to reach you should your contact information ever change.

We take pride in the level of service that we provide. We hope this matter has been concluded to your satisfaction and that you found our work to be exemplary. We would appreciate your filling out the enclosed evaluation questionnaire as the information you provide will help us continue to improve our services.

Again, thank you for allowing us to represent you in this matter. If we can be of further assistance on this or any other matter, please don't hesitate to let us know.

Sincerely,

Enclosure(s) List

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Sample Closing Letter 2

[Date]

[Client Name]
[Client Mailing Address]
[Client City, State, Zip]

RE:

Dear _____:

This letter is to confirm that I have closed my file given my representation of you in the above referenced matter has concluded now that *[the matter has been resolved/judgment has been entered/settlement finalized/transaction completed, etc.]*. I do want to take this opportunity to thank you for allowing me the opportunity to represent you. It has been a pleasure and I hope you will allow me the privilege of representing you again in the future should the need ever arise.

In the meantime, I have enclosed your original documents as I no longer need to keep them, and I thought you would want them for your records. It is my practice to destroy files *[number of]* years after I close them. If you would like me to return your file to you *[number of]* years from now instead of destroying it, please send me a note to that effect within the next thirty days so that we can segregate your file from all my other files and accommodate your request. You will need to be responsible for keeping me informed as to how to reach you should your contact information ever change.

[Insert here any follow-up required of the client. For example, if you have incorporated a new business, here is where you would clarify who will do what in the future relative to state regulatory filings and local, state and federal tax filings. Another example would be in estate planning where you should remind clients that they should bring the plan back to you or to another attorney every three years or so to make sure it still comports with their wishes and the then current estate tax laws.]

Best regards,

Enclosure(s)

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