

- SAMPLE DISENGAGEMENT LETTER -
CLOSING LETTER

RE: [Subject]

Dear [Name]:

We wish to take this opportunity to thank you for allowing us to represent you in the [describe] matter. In order to tie up all the loose ends, we will [outline any final matters you will take care of]. In addition, you will need to [outline everything the client is responsible for at this time].

Since this matter is now closed, we suggest that you keep all your copies of information relating to the matter in a safe place where you can easily locate them. We are closing our file, which will be kept for a period of [10 years]. We are returning your original [records, documents] related to your case.

We hope this matter has been concluded to your satisfaction. We would appreciate your filling out the enclosed evaluation questionnaire. The information you provide will help us improve our services.

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 let us know.

Very truly yours,

[Insert Lawyer's Name]

[Insert Firm's Name]