Sample File Closing Letter

Re: (describe legal matter)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

It was a pleasure to represent you in (­identify matter­) through its conclusion. Accordingly, the attorney-client relationship between us is now over, and we are unable to render further legal advice on this, or any other matter, without specifically being retained to do so.

We are closing our file pertaining to this matter and returning to you, under cover of this correspondence, (specify records, documents, items, materials) related to your case. Specifically, you will find enclosed (specify enclosures).

As you have been previously notified, we will maintain your file in safekeeping for (\_\_\_) years. Thereafter, your file will be destroyed unless you request in writing that your file be stored for a longer period of time.

Our final statement for services rendered and disbursements and other charges is enclosed. Should you have any questions regarding this statement, please call me at your earliest opportunity.

We strive to excel in meeting the needs of our clients and in providing excellent legal services. Your responses to the enclosed Client Survey form will help us ensure that the quality and efficiency of our legal services are the best possible.

Thank you for allowing (my firm/name of firm) to serve your legal needs. We look forward to the opportunity to provide additional services in the future.

Sincerely,