

CLOSURE LETTER

Re: **[Matter Name / File Number]**

We write to confirm that the firm's representation of you in the above-referenced matter has concluded, effective **[date of conclusion]**. Based on our understanding, the firm has completed the legal services agreed upon for this matter, and no further action is currently required by the firm.

Unless expressly agreed otherwise in writing, the firm will not continue to monitor deadlines, legal developments, or related matters following the conclusion of this engagement. Should future legal issues arise or additional services be required, a new written engagement agreement would be necessary.

Enclosed are [any final documents / correspondence / settlement materials], if applicable. Please review these materials carefully and retain them for your records.

File Retention

In accordance with the firm's document-retention policies and applicable ethical requirements, the firm will retain your file for a period of **[X] years** from the conclusion of the representation, after which it may be destroyed without further notice unless you instruct us otherwise in writing. You are encouraged to maintain copies of any documents you wish to preserve.

Other Matters (if applicable)

No Impact on Other Engagements.

Please note that the conclusion of this matter does **not** terminate or affect the firm's representation of you in any other pending matters. Each engagement is separate, and the firm's obligations with respect to any other matters remain in effect in accordance with the applicable engagement agreements.

Outstanding Fees (if applicable)

Final Invoice.

Our final invoice for this matter is enclosed (or will be sent under separate cover). Please review it at your convenience and remit payment consistent with the terms of our engagement agreement. If you have any questions regarding the invoice, we would be happy to discuss them.