***Form - CLIENT DISENGAGEMENT LETTER***

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Re: [Subject]

Dear [Client Name]:

It has been a pleasure working with you in connection with the \_\_\_\_\_\_\_\_\_\_ matter. I’m pleased it could be resolved. [I have enclosed a copy of the Order of Dismissal (if applicable).] As such, we will be closing our file as our legal work is done. We will maintain your file pursuant to our firm’s retention policy for \_\_\_\_\_\_ years. [Add any additional pertinent information about the retention policy here]. However, we would suggest that you maintain your file relating to this matter for future reference.

[Consider enclosing a final bill or survey if your firm utilizes these.]

If we can be of any assistance in the future, please do not hesitate to contact me. As always, if you have any questions, please let me know. Thank you.

Best regards,

[Lawyer Signature]

[Firm Name]