

[File Closing Letter]

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Re:

Dear {Salutation}:

Thank you for allowing our firm to represent you in this matter. Your case is now concluded and we are closing our file. We will retain our file for a period of _____ years.

We are returning all original documents and papers you gave us in connection with this case. You should keep all your information concerning this matter in a safe place in case you need it in the future. If you would like to have anything else from our file, please let us know as soon as possible.

We hope this matter was concluded to your satisfaction. We would appreciate it if you would take a few minutes to complete and return the enclosed client survey. If we may be of assistance in the future to you or to friends or family members who may need legal help, we hope you will contact us.

Sincerely,

Firm Name

Lawyer Name

Enclosures