

Practice Resource

Model letter to client

Closing a file

[date]

[address]

Dear [client name]:

Re: **Legal Representation**

We wish to take this opportunity to thank you for allowing us to represent you in this matter.

In order to conclude the file, we will [**outline any final matters you will take care of**]. In addition, you will need to [**outline any matters the client should take care of, including any future deadlines and limitation dates that must be met to preserve or protect the client's position**].

We confirm that we have previously returned to you all your original documents and valuables.

We are closing our file and we hope that this matter has been concluded to your satisfaction. [**You may wish to advise the client of any file retrieval charge and outline the applicable file retention and destruction period.**]

If we can be of assistance to you on any other matter in the future, please let us know. Thank you for letting us be of service to you.

Yours truly,

[law firm]