**DIS-ENGAGEMENT: ESTATE PLANNING AND**

**ESTATE ADMINISTRATION**

[Date]

[Client Name]

[Client Address]

Re: Conclusion of Representation in Connection with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Matter

File ID:

Dear [Client’s Name]:

It has been a pleasure representing you in connection with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ matter. Our representation of you in this matter is now complete and we are closing this file, removing it from our active accounts, and returning all original records to you. We suggest that you keep all information relating to this matter in a secure place where it can be easily located. Our final statement for services rendered is enclosed.

The attorney-client relationship between us has ceased for this matter, and we have no further obligation to advise you of future legal developments in connection with this specific matter. We highly encourage you to have all estate matters reviewed and updated periodically.

We truly hope this matter has been completed to your satisfaction. Thank you for allowing us to represent you in this matter. If you have any further questions on this or any other issue, please do not hesitate to contact us.

Sincerely,

[Attorney’s Name]

[Law Firm Name]

Enclosures