

Termination of Legal Services

[Your Name]
[Your Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you that our legal services related to your case, [Case Name/Number], have been completed as of [Completion Date]. We have fulfilled the agreed-upon representation and have taken all necessary steps to conclude your matter.

This letter serves to confirm the termination of our attorney-client relationship concerning this case. You will receive all files and documents pertinent to your case at your request. If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for entrusting us with your legal matters. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Law Firm Name]