

# Client Exit Notification

Date: [Insert Date]

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

Dear [Client's Name],

This letter serves to inform you that your case with [Agency Name] has been officially closed as of [Exit Date]. We want to thank you for allowing us to be part of your journey.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Agency Phone Number] or [Agency Email].

Wishing you all the best for your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]  
[Agency Phone Number]  
[Agency Email]