

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

## **Case Closure Notification**

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your case with our client services has been successfully closed as of [Insert Closure Date]. We appreciate your cooperation throughout this process.

Please feel free to reach out to us should you have any questions or require further assistance in the future. Our team remains dedicated to serving your needs.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]