

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Law Firm/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Case Closure Notification**

Dear [Client's Name],

We are writing to formally inform you that your case, [Case Title/Reference Number], has been successfully closed as of [Closure Date]. We appreciate the trust you placed in us to handle your legal matters.

Should you have any questions regarding your case or if you require further assistance in the future, please do not hesitate to reach out.

Thank you for allowing us to assist you, and we wish you all the best moving forward.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm/Organization Name]