November X, 2019 Attorney Email

 Attorney Phone Number

**Privileged and confidential**

Client Name

Client Address

 Re: Disengagement of [Client Name] – Completion of Work

Dear [Client],

[Attorney Name], Attorney at [Firm], has completed her work for **[client name]** (“you”).

 Accordingly, I am writing to confirm that: (1) [firm’s] engagement with you has terminated; (2) I no longer have an attorney-client relationship with you; and (3) I will not provide further legal services to you unless we enter into a new agreement.

 I am mailing you your case file with this letter. The file includes: [any relevant files to return to client in accordance with your firm’s practices].

 Please feel free to contact me at the above telephone number or email address if you have further questions.

 Sincerely,

 [Attorney]