

**File Closing Letter
(Form ER03)**

[Date]

[Client Name]

[Address]

[City, State, Zip]

Dear [Client Name]:

This letter will serve to confirm our recent conversation of [Date] regarding the conclusion of our representation in the matter of [name of matter], as settlement was reached on [Date] and the matter has thus reached its natural conclusion. I want to again express my gratitude for the opportunity to represent you in this matter and my appreciation for your business and your confidence in this firm's work.

As a reminder, our firm will retain the complete file for this matter for a minimum of 10 years, but may destroy the file after 10 years have passed without further notice to you. All original documents you provided to me were returned to you at our meeting of [Date], but the rest of the file remains at our office and will soon be placed in storage. You are welcome to pick up the file at any time, but please be advised that we will need advance notice in order to retrieve the file from storage and copy the documents, per our retainer agreement, at your expenses. If you choose not to collect the file in the next 10 years, it will be destroyed in accordance with our file destruction policy, taking care to preserve your confidentiality and conform to environmental standards without further notice to you.

Thank you again for entrusting this matter to our firm, it has been my pleasure to work with you and your family. If you have any further questions regarding this matter, please do not hesitate to contact me.

Sincerely,

[ATTORNEY SIGNATURE]

[NAME OF ATTORNEY]

[FIRM NAME]

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