

Sample Limited Scope Representation Disengagement Letter

_____, 20____

Former Client Name _____
Former Client Address _____
Former Client Address _____

Certified mail. Return receipt requested.

RE: File Subject or Matter Description

Dear _____:

Thank you for allowing (legal representative(s)) to provide legal services to you pursuant to our Agreement for Limited Scope Services. (Enclosed/Attached is a copy of (relevant document(s)). I have completed the scope of the legal representation agreed to in our Limited Scope Engagement Agreement for legal services. Accordingly, our attorney/client relationship has come to an end and I am no longer providing legal representation on your behalf on this matter. I am therefore, closing your file. I will retain a copy of your file for no more than five (5) years after which I may destroy all documents in your file. You should keep your file and all of your documentation concerning this legal matter in a safe place in case you need it in the future.

It has been a pleasure working for you. I hope this matter was concluded to your satisfaction. If you should need further legal assistance in the future regarding other legal issues related to this or other legal matters, please feel free to contact my office.

Best Regards,

FIRM NAME

Attorney Name

Enclosure(s):