**Sample Disengagement Letter (Conclusion of Representation)**

June 20, 20—

Ms. Jane J. Former Client 123 Main Street

Anytown, Louisiana 45678

RE: File Subject or Matter Description Dear Ms. Former Client:

[Win]

We are pleased to report that the judgment rendered in your favor is final and all legal delays have expired with no further action being taken by opposing counsel. Opposing counsel has confirmed to me in writing that his client has decided not to appeal the judgment; and a copy of that letter is enclosed for your file. Our representation of you in this matter has come to an end.

-or-

[Loss]

As you have decided not to appeal the judge’s decision in the captioned proceeding, our representation of you in this matter has come to an end.

We are enclosing the following original documents:

1. Original insurance policy with XYZ Insurance Company, Policy No. 1235555;
2. Multiple original of the Act of Cash Sale of your home at 123 Main Street;
3. Original title insurance policy issued by Home Trust Title Insurance Company, Policy No. 006789; and
4. Copy of the abstract for your property dated May 3, 1996, prepared by Goodsearch, Inc.

These documents should be kept in a safe place for future reference. Also enclosed is a final invoice for services rendered. Thank you for entrusting this legal matter to us. I hope we can be of service to you in the future.

Sincerely,

FIRM NAME

Attorney Name Enclosures (as stated)

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**PRACTICE AID GUIDE:** The Essentials of Law Office Management