

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF LEGAL ACTION TERMINATION AND CASE CLOSURE

Case Name: [Case Name/Reference]

Matter Number: [Case/File Number]

Dear [Recipient Name],

This letter serves as formal notification that the legal action regarding the above-referenced matter has been officially terminated. All proceedings associated with this case have concluded.

The termination of this legal action is effective as of [Date of Termination] due to [Reason: e.g., Final Judgment / Settlement Agreement / Voluntary Dismissal].

As a result of this conclusion, our office is now closing your file. We have completed all necessary administrative tasks related to this matter. Please find enclosed [List of documents being returned, if any]. We will retain our records of this case for [Number] years, after which they will be destroyed in accordance with our document retention policy.

If there are any outstanding balances regarding legal fees or court costs, please ensure they are settled by [Date]. If your account is already paid in full, please disregard this request.

It has been a privilege to represent/assist you in this matter. If you have any questions regarding this closure, please contact our office during regular business hours.

Sincerely,

[Signature]

[Your Name/Authorized Representative]

[Title/Position]