

## Ch 10: Sample Closing Letter

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Subject: Case Closed - [Your Law Firm's Name]

Dear [Client Name].

I trust this message finds you well. We are pleased to inform you that your legal matter with [Your Law Firm's Name] has been successfully resolved, and it is now officially concluded.

Summary of Key Points:

- Case Reference Number: [Case Reference Number]
- Resolution Date: [Resolution Date]
- Nature of Resolution: [Briefly describe the resolution, settlement, court judgment, completion of legal process]
- Next Steps: [If applicable, provide any specific actions or responsibilities the client needs to take]

We appreciate the trust you placed in our firm to handle your legal needs. Throughout the course of our engagement, we have worked diligently to achieve a favorable outcome on your behalf, and we are pleased with the results.

Next Steps:

- [Include any guidance or instructions the client needs to follow post-resolution]
- [Provide contact information for any follow-up inquiries or concerns]

While your legal matter may be resolved, please remember that our commitment to you extends beyond this case. If you have any future legal needs or if you require legal advice or support in any other matter, please do not hesitate to reach out to us. We are here to assist you and remain your trusted legal partner.

Thank you for choosing [Your Law Firm's Name], and we are grateful for the opportunity to have served you. We wish you continued success and peace of mind in all your endeavors.

Should you have any questions or require further assistance, please feel free to contact us at [Your Contact Information], and we will be more than happy to assist.

Best regards,  
[Your Name]

[Your Title]

[Your Law Firm's Name]

[Office Address]

[Phone Number]

[Email Address]