

Ch 19: *CLOSING LETTERS*

[DATE]

[Clients Name]

[Case Number]

RE: Closing Letter

Via email at:[client's email]

Dear [Clients name]

First and foremost, we would like to thank you for allowing us the opportunity to help you with your case. You hired the Powers Law Group, PC on [DATE] to prepare and file PERM Labor Certification, I-140 Immigrant Petition for Alien Worker and Adjustment of Status.

On January 22, 2020 per your request via your email address [Client Email] to Attorney Ruby Powers you requested that the firm terminate the whole process. **[List any upcoming legal process that they may be eligible for or any renewals that they need to keep up with, any hearings etc.]**

Therefore, at this time, we will be closing your case internally as of today. It has been a pleasure assisting you, and we wish you the best of luck in all your future endeavors.

Kind regards,

Ruby Powers

Attorney at Law

Powers Law Group

RP/mm