

MILWAUKEE BAR ASSOCIATION

PROFESSIONALISM COMMITTEE

STANDARD FORM LETTER # 13

Simple End of Representation Letter

September 29, 1999

Ms. Real Client
100 End Road
Done, WI 54321

Re: Termination of Representation
Our File No: _____

Dear Ms. Client:

I want to thank you again for choosing us to represent you with respect to _____. Now that the matter is concluded, we will be closing our file as our representation of you has ended. [Consistent with our firm's standard practice we will be destroying your file in eight years. Should you wish any of the documents prior to that time, simply let me know.] [I have enclosed our final invoice for services. If you have any questions about it, please feel free to call me.]

If you should need legal representation in the future, I hope you will consider engaging our law firm again at that time.

Sincerely,

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