

MILWAUKEE BAR ASSOCIATION

PROFESSIONALISM COMMITTEE

STANDARD FORM LETTER # 12

**Termination of Representation
Case Concluded**

September 29, 1999

Ms. Real Client
100 End Road
Done, WI 54321

Re: Termination of Representation
Our File No: _____

Dear Ms. Client:

We are pleased to have had the opportunity to represent you in connection with your _____. The case/Our work is now concluded. Since we have completed our legal work, we are closing our file and removing it from our active files list.

Enclosed are the documents from your file, which are being returned to you. [We are in possession of no other funds or property belonging to you.] We suggest that you keep all of the contents of your personal file in a safe place where you can easily find them. [We periodically clean out and destroy our closed files. Unless we hear from you to the contrary in writing, our file regarding this matter will be destroyed on our regular schedule.]

There is some follow up required in this matter, specifically _____ (filing of continuation statements within five years of the date the original financing statements were filed; changing beneficiaries on the life insurance policies, discharging the liens in bankruptcy, ... etc.). Our firm will not be doing those tasks, and you will need to take the further action, as appropriate.

["We are always concerned that we meet the expectations of our clients in each matter we handle for them. Since this matter is closed, we would appreciate your taking a few moments to complete and return the enclosed Client Survey form." Attach brief client questionnaire and a self-addressed, stamped envelope.]

Again, it was our pleasure representing you. Thank you for your confidence in us. Please contact us if we can be of service in the future.

Sincerely,

Enclosure: Medical Report dated _____
Automobile insurance policy
W-2 form

Note: In some instances, as when you are returning documents to the client, you might wish to send letter by certified mail, return receipt

requested. Other times, a certified mailing might unduly alarm or alienate the client. In any event, keep a copy of the letter in the case file.

[This is a sample form to be used as a guide or example, and should be adjusted to suit your client's needs. The Milwaukee Bar Association, Inc. hereby disclaims any and all responsibility or liability, which may be asserted or claimed, arising from or claimed to have arisen from reliance upon the utilization of this form by any person. If the user is not a licensed, practicing attorney and seeks legal advice, the user is advised to contact an attorney for help. No Attorney-Client relationship is created by providing this form or other information to you.]