

**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,

[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.]