SAMPLE ADMINISTRATIVE FORM

DISENGAGEMENT LETTER

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Dear [Client Name]:

We are honored and pleased to have served you in connection with the \_\_\_\_\_\_\_\_\_ matter. The case is now closed. We suggest that you keep all your copies of information relating to the matter in a safe place where you can easily locate them. We are closing our files for this case, and removing the case from the active files list, as we have completed our legal work in the case.

Our goal is to always exceed our client’s expectations for each individual matter that we handle for them. Since this matter is now closed, and our work is finished, we would appreciate your taking a few moments to fill out and return the enclosed short questionnaire.

Please feel free to call with any questions or comments you may have.

Sincerely,

[Lawyer Signature]

[Firm Name]

Enclosed:

1. Client Survey Form

2. Postage Paid Return Envelope