

Sample File Closing Letter

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Meet Mark:

Mark Bassingthwaighte, Esq., serves as Risk Manager at [ALPS](#), a leading provider of insurance and risk management solutions for law firms. Since joining ALPS in 1998, Mark has worked with more than 1200 law firms nationwide, helping attorneys identify vulnerabilities, strengthen firm operations, and reduce professional liability risks.

He has presented over 700 continuing legal education (CLE) seminars across the United States and written extensively on the topics of risk management, legal ethics, and cyber security.

A trusted voice in the legal community, Mark is a member of the State Bar of Montana and the American Bar Association and holds a J.D. from Drake University Law School. His mission is to help attorneys build safer, more resilient practices in a rapidly evolving legal environment.



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Sample File Closing Letter

[Date]

[Client Name]

[Client Mailing Address]

[City, State, Zip]

Re: [Matter Description / File Number]

Dear [Client Name]:

Thank you for the opportunity to represent you. This letter confirms that our work on the above-referenced matter is complete and that our representation has concluded. We will not be taking any further action on your behalf in connection with this matter.

As part of closing our file, we are returning your original documents. These materials belong to you, and we encourage you to keep them in a safe place for your records.

Consistent with our standard practice, we will retain a copy of your closed file for [number of years] from the date of this letter. After that time, the file will be destroyed unless you instruct us otherwise. If you would prefer that we return the file to you instead of destroying it at the end of this retention period, please notify us in writing within thirty (30) days so we can make appropriate arrangements. You will be responsible for keeping us informed of any changes to your contact information, so we know how to reach you.

Although our representation has concluded, there may be ongoing responsibilities or follow-up actions that remain your obligation. Please review the following carefully:

[Insert all client follow-up items here. Outline everything the client must yet do as well as any legal ramifications if they fail to follow through. Examples of items to discuss include but are not limited to:

With business formations - You are responsible for all future state regulatory filings and any local, state, or federal tax filings unless we have agreed in writing to handle those tasks. We recommend consulting legal and/or tax professionals regarding these future obligations.



With litigation - You may have the right to appeal. Appeals are subject to strict deadlines, and we are not handling any appeal unless we agree to do so in writing. Also understand that the enforcement or collection of any judgment is not included in our representation.

With estate planning - You should review your estate plan every few years, or sooner if you experience a major life change, to ensure it continues to reflect your wishes and current law. We are not responsible for monitoring changes in the law or your personal circumstances after the conclusion of this engagement.

With transactional or business matters - Please remember that any ongoing filings, renewals, or compliance requirements are your responsibility unless we agree otherwise in writing. We recommend consulting legal and/or tax professionals regarding future obligations.]

Failure to complete the above actions or meet applicable deadlines may adversely affect your rights. If you have any questions or if new issues arise, we encourage you to seek legal advice promptly.

We take pride in providing a high level of service, and we hope your experience reflected that commitment. If you have feedback about your experience, we welcome it, as it helps us continue to improve the services we provide.

Thank you again for giving us the opportunity to work with you. We appreciated the trust you placed in us, and we truly enjoyed assisting you. I hope you will allow us the privilege of representing you again in the future should the need ever arise.

Sincerely,

Enclosures List: