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**SAMPLE CLOSING LETTER**

Re: Limited Scope Representation

Dear \_\_\_\_\_:

I have now completed all of the tasks that we agreed I would do in our Agreement dated \_\_\_\_\_ [and modified on \_\_\_\_\_]. I know of no other matters on which you have requested my assistance. If you believe that I am incorrect, and you are relying on my assistance for some additional task, please contact me *immediately*.

[Use only if attorney has appeared of record with the court] If I do not hear from you within the next week, I will file the Notice of Withdrawal of Limited Appearance with the court and the opposition notifying them that my representation of you is concluded.

[If applicable] Do not forget that there is still a hearing on \_\_\_\_\_ at which time you will be representing yourself. Your opposition paperwork must be served and filed on \_\_\_\_\_. You also agreed to contact \_\_\_\_\_ at ( )\_\_\_\_-\_\_\_\_ to do the following: \_\_\_\_\_.

The following items, on which you have declined my assistance, are still pending:

1. \_\_\_\_\_
2. \_\_\_\_\_

I am enclosing the following original documents. Please be sure to keep them in a safe place in the event you need to refer to them in the future.

1. \_\_\_\_\_
2. \_\_\_\_\_

I would like to take this opportunity to thank you for allowing me to assist you in this matter. If you need further assistance in the future, I hope you will not hesitate to contact me.

Very truly yours,

Enclosures