

SAMPLE CLOSING LETTER FOR RETAINED CLIENT

DATE

CLIENT'S NAME

CLIENT'S ADDRESS

Dear **CLIENT'S NAME**:

Thank you for entrusting **OFFICE'S NAME** with your immigration case. We were happy to assist you in seeking an immigration benefit. Since we have completed our services in this matter, our office is closing your immigration case.

If you have any questions or concerns, please do not hesitate to contact us at **OFFICE'S PHONE NUMBER**. We will be happy to answer any questions and to assist with any future immigration needs you may have.

It was a pleasure to work with you and thanks again for working with **OFFICE'S NAME**.

Very Truly Yours,

STAFF MEMBER'S NAME

STAFF MEMBER'S TITLE