

Dear Mr./Mrs./Ms. Full name of lawyer / attorney

In these past 10 years we have received impeccable support and dedication from your legal counsel team. However, it is time for us to move on now and associate ourselves with a bigger counsel depending as our organization too has developed over the years.

We have achieved great success and achievements with your cooperation and coordination as well. Thank you for being such a constant source of support for us.

We shall always be grateful to you and would always refer your services to our other companies who will reach out to you shortly.

In the meanwhile, kindly send across our case files and the final bill across to our head office address.

Wishing you all the absolute best with your future endeavors. Please feel free to reach out to us for any concerns or queries.

Thanks and regards,

Your name

Your address

Your contact number

