This template is included in the Victim Rights Law Center’s Where to Start: Creating a Pro Bono Project Toolkit, available to Office on Violence Against Women Legal Assistance for Victims grantees online at *http://www.victimrights.org/where-start-creating-pro-bono-project.* This resource is yours to use and adapt freely. Note: The sample we have provided does not reflect the laws of your jurisdiction, or any other obligations you may have (e.g., ethical, contractual, to funders) and should be revised accordingly. It should also reflect and be aligned with your organizational structure, service delivery model, privacy laws, etc.

Sample Closing Letter

[DATE]

**SENT VIA FIRST CLASS MAIL**

Dear Client,

I am writing to let you know that [name of law office] is closing your case.

[Paragraph on status of any issues with which law office assisted, including any relevant future dates. For example:  *On August 20, 2017, you obtained a one-year Abuse Prevention Order (“209A”) against Perpetrator. This order remains in effect until August 20, 2018. If you wish to extend this order, you will need to appear on August 20, 2018 at 10:30 AM at District Court. If you do not appear, this order will expire. If you want help with your extension hearing, please contact our office [or legal aid organization] at least four (4) weeks prior to August 20, 2018.]*

[Paragraph related to address change. For example: Please be sure to notify District Court of any address change. It is important to do this in case the Court needs to notify you, such as if Perpetrator were to file a motion requesting that the Court modify the 209A. In the unlikely event that you receive such notice, please contact our office.]

Though your case is being closed, please contact [our office] or [legal aid organization] (depending on who is retaining file/case) if any further legal issues arise that are related to the assault. We/Legal Aid Organization will retain a copy of your file for [x number of] years, after which time it will be destroyed to protect your privacy.

Should you have any questions or concerns, please don’t hesitate to contact me at PHONE NUMBER or EMAIL. If you decide you want help with your [extension hearing], please contact [my office/legal aid organization] at least four (4) weeks beforehand. It has been a pleasure working with you. I wish you the very best.

Sincerely,

Pro Bono Attorney