October 18, 2022

CLIENT NAME

CLIENT ADDRESS

**Re:** *State of Maine v. CLIENT*

Docket No.: XXXXX-XX-XXXX-XXXXX

Court Date:

Dear CLIENT:

As you know, the charge(s) against you were dismissed on [DATE]. I have included a copy of the dismissal order for your records.

Because your case is resolved, I am closing your file in my office. I will keep a copy of the file for eight years, after which time the file will be securely destroyed. If you want a copy of your file, please contact my office prior to then.

Thank you for the opportunity to represent you in this matter. It was a pleasure working with you.

Sincerely,

ATTORNEY

Enclosure

cc: File