

# Sample Closing Letter

## [AGENCY LETTERHEAD]

[Date]

[Title/Name]

[Address]

Dear [Title/Name]:

I am writing to inform you that the Catholic Charities will be closing your case. We have made this decision since it is our understanding that [List reason for case closure].

We will keep the case file for a total of [List number of years]. During that time, please contact us to obtain a copy of the file, any information or documentation or to re-open the case. After [List number of years], the case file will be destroyed.

[Include any next steps to the person's immigration process, including the possibility of helping any family members immigrate to the U.S.]

Should you have any questions, please call us at XXXX. We are grateful for the opportunity to serve you.

Sincerely,

[Name]

[Title]