

Legal Action Termination Memorandum

Date:

To:

From:

Subject: Termination of Legal Action

This memo serves as official notification of the termination of legal action concerning the following matter:

Case Name/Number:

Reason for Termination:

All parties involved have been informed, and all required documentation will be properly archived. Should any further questions arise, please contact the undersigned.

Sincerely,

Title: