

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Discontinuation of Bankruptcy Practice and Disengagement

Dear [Client Name],

I am writing to formally notify you that [Law Firm Name] will be discontinuing its bankruptcy law practice effective [Date]. As a result, we will no longer be able to represent you in your legal matter regarding [Case Number or Description].

Our attorney-client relationship for this matter will officially terminate on [Termination Date].

**Status of Your Case:**

Currently, your case is at the following stage: [Briefly describe current status, e.g., Petition filed, awaiting 341 meeting, or pre-filing].

**Important Deadlines:**

Please be advised of the following upcoming dates and deadlines that require your immediate attention:

- [Deadline/Date 1]

- [Deadline/Date 2]

**Your File:**

Your original file is available for pickup at our office until [Date]. If you would like us to transfer your file to a new attorney or mail it to you directly, please provide written authorization. After [Date], any remaining files will be [stored/destroyed] in accordance with our document retention policy.

**New Counsel:**

We strongly recommend that you retain new legal counsel immediately to ensure your rights are protected and all deadlines are met. You may contact the [State/Local] Bar Association's Lawyer Referral Service at [Phone Number] for assistance in finding a new bankruptcy attorney.

**Final Accounting:**

Enclosed is a final statement of your account. [Optional: Any unearned retainers in the amount of \$ \_\_\_\_\_ are enclosed herewith.]

Thank you for allowing us to assist you. We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

[Law Firm Name]