

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement - [Case Name/Matter Number]

Dear [Client Name],

We are writing to formally inform you that [Law Firm Name] is realigning its civil litigation practice area. As a result of this strategic restructuring, we will no longer be able to represent you in the above-referenced matter, effective [Date].

Please be advised of the following important information regarding your case:

- **Upcoming Deadlines:** [List any immediate statutes of limitations, court dates, or discovery deadlines]. Failure to take action by these dates may result in the loss of your legal rights.
- **File Transfer:** Your original client file is available for pickup or can be transferred to new counsel upon your written authorization. We will retain a copy of the file in accordance with our document retention policy.
- **Final Billing:** Enclosed is our final invoice for services rendered through [Date]. Please remit payment by [Date].
- **New Counsel:** We recommend that you secure new legal representation immediately to ensure your interests are protected. [Optional: Suggest local bar association referral service].

We have enjoyed working with you and wish you the best in the resolution of this matter. If you or your new counsel have questions regarding the transition of your file, please contact [Contact Person] at [Phone Number].

Sincerely,

[Partner Name]

[Law Firm Name]