

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

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

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] is withdrawing from representing you in the matter referenced above, effective [Date/Immediately].

This decision stems from a fundamental disagreement regarding the legal strategy and direction of your case. As we discussed on [Date of Discussion], your insistence on pursuing a specific course of action conflicts with our professional judgment and the strategic advice we have provided. Because we cannot reach a consensus on how to proceed, we are unable to continue our representation.

Please be advised of the following upcoming deadlines and requirements:

- [Deadline 1: e.g., Court Hearing Date]
- [Deadline 2: e.g., Discovery Response Due Date]
- [Deadline 3: e.g., Statute of Limitations]

It is imperative that you retain new legal counsel immediately to ensure your rights are protected and these deadlines are met. We will cooperate with your new attorney to facilitate the transfer of your file.

Regarding your file, [select one: we have enclosed your original documents / please contact our office to arrange for the pickup of your file]. We will retain a copy of the file for our records in accordance with our retention policy.

Final billing for services rendered through the date of disengagement will be sent to you separately. Any remaining balance in your trust account will be refunded to you within [Number] days.

We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Law Firm Name]