

[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Notice of Disengagement and Withdrawal of Representation

Dear [Client Name],

This letter serves as formal notification that our legal representation of you in the matter of [Case Name/Case Number] has officially ended. Pursuant to the motion filed on [Date], the [Court Name] issued an order on [Date] approving our withdrawal as your legal counsel.

Please be advised of the following regarding your pending litigation:

- **Pending Deadlines:** Your next scheduled court appearance is on [Date] at [Time]. You must also file [Specific Document] by [Date] to avoid default or sanctions.
- **Legal Representation:** You are currently unrepresented. You should secure new legal counsel immediately to protect your interests. If you do not hire a new attorney, you will be required to represent yourself (pro se).
- **File Transfer:** We have enclosed your original file documents with this letter. Alternatively, please contact our office by [Date] to arrange for the collection of your files.
- **Final Accounting:** A final statement of your account is enclosed. Please remit the remaining balance of [Amount] by [Date].

Since the court has approved our withdrawal, we will take no further action on your behalf. We recommend you act quickly to ensure your legal rights are not prejudiced by upcoming deadlines.

Sincerely,

[Attorney Name]
[Law Firm Name]