

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter confirms that [Law Firm Name] will no longer be representing you in the above-referenced matter, effective [Date]. As previously discussed, your legal representation is being transitioned to [Successor Counsel Name/Law Firm] at [Successor Firm Address].

We have coordinated with [Successor Counsel Name] to ensure a smooth transition of your file. To date, we have completed the following steps:

- Transferred your complete original file, including all pleadings, correspondence, and evidence, to your new counsel.
- Filed the necessary "Substitution of Attorney" forms with the court.
- Briefed your new counsel on all upcoming deadlines and current case status.

Please note the following important upcoming dates: [List Dates or state "None"]. It is now the responsibility of [Successor Counsel Name] to manage these deadlines and all future proceedings.

Regarding your final billing, we have enclosed our final invoice for services rendered through [Date]. Any remaining funds in our trust account totaling \$[Amount] will be [refunded to you / transferred to your new counsel's trust account] by [Date].

Our attorney-client relationship for this matter is now concluded. We suggest you direct all future inquiries regarding your case to [Successor Counsel Name] at [Phone Number/Email].

Thank you for the opportunity to have served you. We wish you the best in the resolution of your legal matter.

Sincerely,

[Your Name]

[Your Law Firm Name]

cc: [Successor Counsel Name]