

[Date]

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

Re: Notice of Disengagement - Trust Account Reconciliation Services

Dear [Client Name],

This letter serves as formal notification that [Firm Name] will cease providing trust account reconciliation services for [Client Name/Company Name], effective [Date].

Our professional relationship regarding these specific services is ending because [Reason for termination, e.g., completion of the project / request by client / non-payment].

Final Status of Accounts:

As of the date of this letter, the status of your trust account reconciliation is as follows: [Briefly describe status, e.g., reconciled through Month/Year].

Ongoing Responsibilities:

Please be advised that as of the effective date, [Firm Name] will no longer monitor, balance, or report on your trust accounts. It is your responsibility to ensure that future reconciliations are performed in compliance with applicable state bar rules and financial regulations to avoid potential audits or disciplinary actions.

Documentation:

We have enclosed [or made available via portal] all final reconciliation reports, ledgers, and supporting documentation through the period ending [Date]. We recommend you retain these records for at least [Number] years.

Final Invoice:

Enclosed is our final invoice for services rendered through [Date]. Please ensure payment is remitted by [Due Date].

Thank you for the opportunity to have assisted you with your trust accounting needs. If you have any questions regarding the transition of these records, please contact us before [Closing Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Firm Name]