

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Mutual Disengagement due to Conflict of Interest

Dear [Client Name],

This letter follows our recent discussion regarding the professional relationship between [Firm/Your Name] and [Client Name] concerning [Description of Matter/Project].

As discussed, a conflict of interest has been identified that prevents [Firm/Your Name] from continuing to provide services in this matter. Specifically, [Brief description of the conflict or "circumstances have arisen that create a conflict under our professional standards"].

By mutual consent, both parties agree to terminate the professional engagement effective [Date].

Status of Work:

As of this date, the following tasks have been completed: [List tasks]. The following tasks remain outstanding: [List tasks].

File Transfer:

We will provide you or your new representative with all necessary files and documentation related to this matter. Please provide instructions on where these materials should be delivered.

Final Billing:

A final invoice for services rendered through [Date] is attached. [Optional: Mention any refund of unearned retainers].

Confidentiality:

Despite the termination of this engagement, [Firm/Your Name] will continue to maintain the confidentiality of all information shared during our relationship as required by law and professional ethics.

Please acknowledge your receipt and agreement to this mutual disengagement by signing and returning the enclosed copy of this letter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Firm Name]

Acknowledgement and Consent:

I, [Client Name], hereby acknowledge the conflict of interest and agree to the mutual termination of the engagement as described above.

Signature: _____ Date: _____