

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] must withdraw from representing you in connection with [Description of Matter] effective immediately.

This decision follows a recent review of our professional obligations. We have identified a conflict of interest involving [briefly describe nature of conflict, e.g., another client or a new development in the matter]. After careful legal analysis, we have determined that this conflict is "unwaivable" under the Rules of Professional Conduct. This means that even with your consent, our firm cannot continue to provide the independent and objective representation required by law.

Because this conflict prevents our continued involvement, we must terminate our attorney-client relationship. We recommend that you engage new legal counsel as soon as possible to ensure your interests are protected. Please be advised that there may be upcoming deadlines, such as [list any known immediate deadlines, if applicable], that require prompt attention.

Regarding your file, we will:

- Provide a copy of your client file to you or your new counsel upon receipt of written authorization.
- Return any unearned retainers or advanced costs currently held in our trust account.
- Cooperate with your new attorney to ensure an orderly transition of the matter.

We regret that we are unable to continue our representation in this matter. Please contact [Contact Name] at [Phone Number] if you have questions regarding the transfer of your file or the return of funds.

Sincerely,

[Signature]

[Printed Name]

[Law Firm Name]