

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement - Conflict of Interest

Dear [Client Name],

I am writing to inform you that [Law Firm Name] must withdraw from representing you in connection with [Description of Matter/Case Name], effective [Date].

As we have discussed, a conflict of interest has arisen involving our concurrent representation of another client whose interests are directly adverse to yours in this matter. Under the professional rules of conduct, we are unable to continue representing both parties simultaneously. Despite our efforts to resolve this, it has been determined that we must withdraw from your representation to maintain our professional obligations.

Please be advised that there are upcoming deadlines regarding your case, specifically [List Important Dates/Deadlines]. It is imperative that you retain new legal counsel immediately to ensure your interests are protected and these deadlines are met.

We will cooperate fully with your new counsel to transition your file. Your client file is available for pickup at our office, or we can forward it to your new attorney upon receiving your written authorization. We have enclosed a final statement for services rendered through [Date].

Thank you for the opportunity to have served you. We regret that this conflict requires us to end our professional relationship at this time.

Sincerely,

[Attorney Name]

[Law Firm Name]