

[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 decline to represent you in the above-referenced matter, effective immediately.

As part of our standard conflict check process, we have identified a positional conflict of interest. Specifically, the legal arguments required to represent your interests in this matter are directly adverse to the legal positions we are currently advocating on behalf of another client in a separate, unrelated proceeding. Under professional ethics guidelines, we have determined that we cannot zealously represent both parties simultaneously without compromising our obligations to one or both clients.

Please be advised that we have not performed a substantive review of your case, and our decision is based solely on this conflict of interest. Our firm will not charge any fees or costs for the preliminary review conducted to date.

Because legal claims are subject to strict time limits and statutes of limitations, we strongly recommend that you consult with another attorney immediately to ensure your rights are protected. Failure to act promptly may result in the loss of your right to pursue this matter.

We are returning all original documents provided to us by your office. We have not retained copies of these materials. [Optional: We have enclosed a list of other legal counsel who may be able to assist you.]

Thank you for considering our firm. We wish you the best in resolving this matter.

Sincerely,

[Partner Name]

[Law Firm Name]