

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Disengagement due to Financial Conflict of Interest

Dear [Client Name],

I am writing to formally notify you that [Organization/Individual Name] must disengage from our current professional relationship regarding [Project/Case/Matter Name], effective [Date].

This decision has been made following a mandatory internal review which identified a financial conflict of interest. Specifically, our continued involvement in this matter would create a conflict with [briefly mention nature of conflict, e.g., an investment interest or a financial relationship with an opposing party] that cannot be sufficiently mitigated or waived.

To ensure a professional transition, we will provide the following:

- A summary of the current status of your file.
- Release of all relevant documents and records to you or your designated representative.
- A final invoice for services rendered up to [Date].

We recommend that you secure new representation as soon as possible to avoid any disruption to your interests. We will cooperate fully with your new provider to facilitate a smooth transfer of information.

Please let us know the contact information for your new representative by [Date] so we may forward the necessary files.

Thank you for your understanding regarding our professional and ethical obligations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]