

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement - Conflict of Interest

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] must withdraw from representing you in the matter of [Case Name/Matter Description], effective [Date].

This decision is due to an unexpected conflict of interest that has recently arisen. Under the Rules of Professional Conduct, this conflict prevents us from continuing our legal representation in this specific litigation. Please be assured that this withdrawal is mandatory based on our ethical obligations and is not a reflection of the merits of your case.

Because this is an active litigation matter, there are upcoming deadlines you should be aware of, specifically: [List any immediate 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 take all necessary steps to facilitate a smooth transition. We are prepared to transfer your files to you or your new attorney upon receipt of written authorization. We will also file the necessary motions with the court to formally withdraw as your counsel of record.

Enclosed is a final statement for services rendered through [Date]. [Optional: Mention refund of unearned retainer if applicable].

We regret that we cannot continue to assist you with this matter and thank you for the opportunity to have served you.

Sincerely,

[Your Name]

[Law Firm Name]