

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Notice of Disengagement - [Project Name/Matter]**

Dear [Client Name],

We are writing to formally notify you that [Company Name] is terminating its professional relationship and services regarding [Project/Matter Name], effective [Date].

This decision follows several unsuccessful attempts to contact you via [email/phone/mail] on [Dates of previous attempts] to obtain the necessary information and feedback required to move forward with your project. Due to this continued lack of communication, we are unable to fulfill our obligations under our agreement.

**Status of Work:**

At this time, the following work has been completed: [List completed tasks]. All incomplete tasks have been suspended.

**Outstanding Balance:**

Please find the final invoice attached for services rendered up to this date. Payment is due by [Due Date].

**Next Steps:**

All files and materials provided by you are [available for pickup / being returned via mail / will be deleted after 30 days].

If you wish to resume services in the future, a new agreement and updated fee schedule will be required. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]