

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Disengagement and Final Communication**

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is terminating its legal representation of you in connection with [Case Name/Matter Description], effective [Date].

Our attorney-client relationship has concluded because [Reason for termination, e.g., completion of the matter / withdrawal as counsel]. From this point forward, we will perform no further legal services and will not monitor deadlines or upcoming proceedings related to this matter.

**Status of Your Case:**

The current status of your matter is as follows: [Describe current status and any immediate pending deadlines]. It is imperative that you retain new counsel or act immediately to protect your legal interests regarding these dates.

**Case Files:**

Enclosed with this letter are [List documents being returned, or state that files are available for pickup]. We will maintain our internal copies of your file for [Number] years, after which they will be destroyed in accordance with our retention policy.

**Final Billing:**

Attached is our final statement for services rendered through [Date]. Please ensure that the balance of [Amount] is settled by [Due Date]. [Optional: Mention refund of unused retainer if applicable].

We appreciate the opportunity to have assisted you. We recommend that you consult with another attorney immediately to ensure your rights are preserved.

Sincerely,

[Attorney Name]

[Law Firm Name]