

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF WITHDRAWAL AND DISENGAGEMENT OF SERVICES

Dear [Client Name],

Please be advised that [Firm/Company Name] is formally withdrawing from representing you and is terminating our professional relationship effective [Date].

This decision is a result of your abandonment of this matter. Specifically, we have had no communication from you since [Date of Last Contact], despite our multiple attempts to reach you via [Phone/Email/Letter] on [Dates of attempts]. As we have not received the necessary instructions or information required to proceed, we can no longer effectively represent your interests.

Regarding your file:

- **Status:** [Briefly state current status or upcoming deadlines].
- **Documentation:** Your original documents are [available for pickup / enclosed]. We will retain a digital copy of your file for [Number] years per our retention policy.
- **Financials:** [Mention any outstanding balances or refunds of unearned retainers].

Please be aware that there may be legal deadlines or statutes of limitations applicable to your case. Failure to take immediate action or secure new representation may result in the loss of your legal rights. We strongly recommend that you consult with another professional immediately.

We will file any necessary motions for withdrawal with the [Court Name, if applicable] to formalize this transition.

Sincerely,

[Your Name/Signature]
[Your Title]
[Firm/Company Name]