

[Date]

[Client 1 Name]  
[Client 1 Address]

[Client 2 Name]  
[Client 2 Address]

**RE: Notice of Joint Disengagement and Termination of Legal Services**

Dear [Client 1 Name] and [Client 2 Name],

This letter confirms that [Law Firm Name] will no longer represent you jointly in connection with [Description of Matter/Case Name], effective as of [Termination Date].

This disengagement is based upon the mutual agreement and joint consent of all parties. Our attorney-client relationship for this specific matter is now concluded. Accordingly, we will perform no further legal services and will take no further action on your behalf regarding this matter.

**Status of Matter:**

As of this date, the status of your case is as follows: [Briefly describe current status and any upcoming deadlines].

**Files and Documentation:**

We are holding your client file. Please instruct us in writing if you would like the file delivered to you or to new legal counsel. If we do not hear from you within [Number] days, the file will be archived in accordance with our firm's retention policy.

**Final Billing:**

Enclosed is our final statement for services rendered through the date of termination. Please ensure payment is remitted by [Due Date].

We thank you for the opportunity to have represented you. Please sign below to acknowledge your receipt of this notice and your consent to this joint disengagement.

Sincerely,

[Attorney Name]  
[Law Firm Name]

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**ACKNOWLEDGMENT AND CONSENT**

We, the undersigned, hereby acknowledge receipt of this disengagement letter and consent to the termination of the joint legal representation by **[Law Firm Name]**.

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**[Client 1 Name]**

Date:

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**[Client 2 Name]**

Date: