

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Disengagement and File Transfer - [Case/Project Name or Account Number]

Dear [Client Name],

This letter serves to formally confirm that our professional relationship regarding [Project/Legal Matter] will conclude effective [Date]. We have enjoyed working with you and appreciate the opportunity to have provided our services.

As part of the closing process, we are prepared to transfer your complete client file to you or a successor of your choosing. To facilitate a smooth transition, please find the following details regarding your records:

- **File Contents:** The file includes all original documents, correspondence, work product, and relevant data collected during our engagement.
- **Transfer Method:** [Digital via secure link / Physical pickup / Registered Mail]
- **Retention Policy:** We will retain a copy of your file for [Number] years in accordance with our document retention policy, after which it will be securely destroyed.

Please sign the acknowledgment below to confirm receipt of these files and to authorize the transfer. If you wish for these files to be sent directly to another representative, please provide their contact information below.

We wish you the very best in your future endeavors.

Sincerely,

[Your Name/Firm Name]

[Your Title]

Acknowledgment and Authorization

I, [Client Name], acknowledge the conclusion of services and authorize the transfer of my files as described above.

Signature: _____ Date: _____

Instructions for transfer (if different from above):
