

[Date]

[Client 1 Name]
[Client 1 Address]
[City, State, Zip Code]

[Client 2 Name]
[Client 2 Address]
[City, State, Zip Code]

Re: Notice of Termination of Legal Representation - [Case Name or Matter Number]

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

This letter serves as formal notification that [Law Firm Name] is concluding its legal representation of both parties regarding [Description of Matter/Case].

This disengagement is effective as of [Date]. Our representation has concluded because [Reason for ending representation, e.g., the matter is completed / a conflict of interest has arisen / as per your request].

Please be advised of the following important information regarding your file:

- **Status of Matter:** [Summary of final status or upcoming deadlines].
- **Original Documents:** We have enclosed your original documents. Please acknowledge receipt of these items.
- **File Retention:** We will maintain a digital copy of your file for [Number] years, after which it will be destroyed in accordance with our firm policy.
- **Final Invoice:** A final statement of accounts is enclosed. Please remit the balance of \$[Amount] by [Date].

Since we previously represented both of you jointly in this matter, please be aware that any information shared with us during the course of this representation may not be privileged as between the two of you should a dispute arise between you in the future.

We recommend that you consult with new legal counsel if you require further action on this or related matters. We thank you for allowing us to represent you.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]