

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: FINAL NOTICE OF WITHDRAWAL AND DISENGAGEMENT**

Dear [Client Name],

This letter serves as formal and final notification that [Your Name/Company Name] is withdrawing from our professional relationship and disengaging from representing you in the matter of [Description of Matter/Project] effective as of [Date].

We are taking this action due to [Reason for Disengagement, e.g., non-payment of fees, failure to provide instructions, or mutual agreement].

Please be advised of the following regarding the status of your file:

- **Pending Deadlines:** [List any immediate deadlines or "None"]. Failure to act by these dates may result in the loss of legal rights or project progress.
- **Return of Documents:** We have enclosed [List documents] belonging to you. Alternatively, you may collect your original files from our office by [Date].
- **Final Invoice:** Attached is our final statement for services rendered through [Date]. Please remit payment by [Date].

Since we will no longer be representing you, we strongly recommend that you retain new counsel or professional services immediately to ensure your interests are protected. We will cooperate with your new representative to facilitate an orderly transfer of your files upon receipt of a signed authorization.

Our professional involvement in this matter is now concluded. We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]