

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF DISENGAGEMENT - [Case/Matter Name or Number]

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] is closing your file and terminating our legal representation effective [Date].

This decision follows several unsuccessful attempts to contact you regarding [mention specific issue, e.g., discovery deadlines, deposition scheduling, or unpaid invoices] on the following dates: [List Dates of Contact]. To date, we have not received a response or the necessary instructions to proceed with your case.

Due to this lack of communication, we are unable to effectively represent your interests. Please be advised of the following important information:

- **Pending Deadlines:** Your matter is subject to specific statutes of limitations and court deadlines. Failure to act by [Specific Deadline Date, if applicable] may result in the permanent loss of your legal rights.
- **File Retrieval:** Your original documents are available for pickup at our office. If you wish to have them mailed, please provide written instructions. We will retain a copy of your file in accordance with our document retention policy.
- **New Counsel:** We strongly recommend that you seek new legal counsel immediately to ensure your interests are protected.

Enclosed is a final statement of your account. Please remit any outstanding balance of \$[Amount] by [Date]. [Optional: We have also enclosed a check for the remaining balance of your retainer.]

Thank you for the opportunity to have served you. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]
[Law Firm Name]