

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Disengagement - [Matter Name or Case Number]

Dear [Client Name],

I am writing to formally notify you that [Firm Name] is ending its legal representation of you in the above-referenced matter, effective as of [Date].

This decision has been made because we have been unable to reach you despite multiple attempts via [phone/email/mail] on [List Dates]. As outlined in our initial agreement, consistent communication is necessary for us to effectively handle your case. Without your input and instructions, we can no longer proceed with your representation.

Important Deadlines:

Please be advised that there may be upcoming deadlines or statutes of limitations regarding your case, specifically [Mention Specific Date if known, otherwise state "as previously discussed"]. Failure to take action by these dates may result in the loss of your legal rights.

Next Steps:

We recommend that you secure new legal counsel immediately to ensure your interests are protected. Your file is available for pickup at our office, or we can forward it to you or your new attorney upon receiving written authorization.

We will issue a final invoice for services rendered through [Date] shortly. Please contact us if you have any questions regarding the transfer of your file.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]