

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Withdrawal and Disengagement of Legal Services
Matter: [Case Name or Description]
File Number: [File Number]

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] and [Attorney Name] will no longer be representing you in the above-referenced matter, effective [Date].

Our decision to withdraw is based on [Reason for withdrawal: e.g., completion of services / non-payment of fees / irreconcilable differences / court order].

Please be advised of the following upcoming deadlines and critical dates regarding your case:

- [Date]: [Description of Deadline/Hearing]
- [Date]: [Description of Deadline/Hearing]

Failure to take action by these dates may result in the loss of legal rights or the dismissal of your case. We strongly recommend that you secure new legal counsel immediately to protect your interests. If you choose to represent yourself, you will be responsible for all court filings and appearances.

We have enclosed your original file materials. Alternatively, please let us know where you would like us to transfer your electronic and physical files. We will retain a copy of the file for our records in accordance with our data retention policy.

Regarding your account balance, [Statement regarding final invoice or refund of unused retainer].

We will file the necessary "Notice of Withdrawal" with the court on [Date]. If the court requires a formal motion to withdraw, we will proceed accordingly.

Thank you for the opportunity to have served you.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]