

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are writing to formally notify you that [Company/Firm Name] is closing your file and ending our professional relationship regarding [description of legal/business matter].

This decision follows our previous attempts to reach you on [Date of 1st attempt], [Date of 2nd attempt], and [Date of 3rd attempt]. Because we have not received a response or instructions from you, we are unable to proceed with your representation effectively.

Please be advised of the following important information:

- **Status of Matter:** Your case is currently [Status: e.g., pending/inactive]. No further action will be taken by this firm on your behalf.
- **Deadlines:** You may be subject to statutes of limitations or court deadlines. Failure to take immediate action with new counsel could result in the loss of your legal rights.
- **File Return:** Your original documents are [attached/available for pickup/being held for X days]. Please contact us by [Date] to arrange for the transfer of your file.
- **Final Invoice:** Any outstanding balance for services rendered up to this date is enclosed.

Our representation of you has now concluded. If you decide to pursue this matter in the future, we recommend you consult with another professional immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Firm Name]