

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Mutual Agreement to Terminate Legal Representation

Dear [Client Name],

This letter formalizes the mutual agreement between [Law Firm Name] and [Client Name] to conclude our attorney-client relationship, effective as of [Date]. This decision follows the conclusion of the litigation regarding [Case Name/Matter Number].

By signing this letter, both parties acknowledge and agree to the following:

1. Scope of Work: All legal services related to the aforementioned matter have been completed. The firm has no further obligation to represent you in any ongoing or future proceedings unless a new engagement agreement is signed.

2. Final Billing: All outstanding legal fees and costs have been addressed as follows: [e.g., paid in full / deducted from settlement / final invoice attached].

3. File Disposition: Your original file and all related documents [have been returned to you / are available for pickup / will be retained for X years per firm policy].

4. Mutual Release: Both the firm and the client agree that this disengagement is mutual and amicable. We both acknowledge that all contractual obligations under the original engagement letter have been satisfied.

If you agree with the terms stated above, please sign and return a copy of this letter for our records.

We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Acknowledgment and Consent:

I, [Client Name], agree to the terms of this disengagement letter.

[Client Signature]

Date: _____