

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] has concluded its legal representation of you regarding [Matter Description] following the final judgment/settlement reached on [Date].

While the litigation has concluded, our records indicate that there is an outstanding balance on your account in the amount of \$[Amount]. This balance represents unpaid fees and costs incurred during the course of our representation. Attached is a final itemized statement for your review.

As the legal matter is now closed, the attorney-client relationship for this specific case has ended. We will take no further action on your behalf regarding this matter. We recommend that you retain all case files and documents sent to you for your permanent records. We will retain our copy of your file for [Number] years, after which it will be destroyed in accordance with our retention policy.

Regarding the outstanding balance, we request that payment be made in full by [Date]. If you are unable to pay the full amount at this time, please contact [Name/Department] at [Phone Number] by [Date] to discuss a formal payment arrangement.

Thank you for the opportunity to have served you.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]