

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Disengagement and Transfer of File - [Case Name/Matter Number]**

Dear [Client Name],

Following the recent conclusion of the trial court proceedings in your case, this letter serves as formal notification that our legal representation of you has ended as of [Date].

As we have discussed, you have decided to pursue an appeal of the court's decision. Our firm was retained specifically for the trial litigation phase and will not be handling the appellate process. We have coordinated with your new appellate counsel, [Name of New Attorney/Law Firm], to ensure an orderly transition of your matter.

Regarding your file, we have taken the following actions:

- A complete copy of your case file has been delivered to [Name of New Attorney/Law Firm].
- We have filed a Motion to Withdraw as Counsel of Record with the court.
- All original documents provided by you are enclosed with this letter.

Please be advised that the appellate process is subject to strict jurisdictional deadlines. Failure to file notices or briefs within these timeframes may result in the forfeiture of your right to appeal. You should consult immediately with your new counsel regarding these dates.

Final billing for our services through [Date] is enclosed. Please ensure payment is remitted by [Due Date].

We appreciate the opportunity to have represented you during the litigation phase and wish you the best with your appeal.

Sincerely,

[Your Name]

[Firm Name]