

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter confirms that our legal representation of you regarding [Case Name/Description] has concluded. As we discussed, a Voluntary Dismissal was filed with the court on [Date], effectively ending the litigation of this matter.

Since the case has been dismissed, the attorney-client relationship between [Law Firm Name] and you is now terminated. We will take no further action on your behalf regarding this specific matter unless we are formally retained for a new or separate issue.

Regarding your file, we will maintain our records in accordance with our firm's retention policy. Should you require copies of your file, please notify us within [Number] days. We are also returning any original documents provided to us at this time, which are enclosed with this letter.

Final billing statements for services rendered through the date of dismissal are [enclosed / will be sent separately]. Please ensure that any outstanding balance is settled by [Date].

We appreciate the opportunity to have represented you. If you have any final questions regarding the dismissal, please contact us promptly.

Sincerely,

[Attorney Name]

[Law Firm Name]