

[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

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

Dear [Client Name],

This letter confirms that [Law Firm Name] has received your formal request to transfer your legal representation to [Name of New Counsel/Law Firm]. Effective immediately, our attorney-client relationship regarding [Matter Name] is terminated.

Pursuant to your instructions, we have taken the following actions:

- **File Transfer:** We have compiled your client file and [sent it via / made it available for pickup] to your new counsel.
- **Pending Deadlines:** Please be advised of the following upcoming dates: [List dates or state "No immediate deadlines known"]. Your new counsel is now responsible for all future filings and appearances.
- **Final Accounting:** Attached is our final invoice for services rendered through [Date]. Please remit payment by [Date].
- **Trust Funds:** [Choose one: Any remaining funds in our trust account have been transferred to your new counsel / A check for the remaining balance is enclosed / No funds remain in trust].

We will cooperate with your new counsel to ensure a smooth transition. Please note that we will no longer monitor this matter or take any further action on your behalf.

We appreciate the opportunity to have served you. If you have any questions regarding this final transition, please contact us.

Sincerely,

[Attorney Name]
[Law Firm Name]