

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Disengagement and Transfer of Counsel

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] must withdraw from representing you in the matter of [Case Name/Matter Number], effective [Date].

This withdrawal is necessary due to a conflict of interest that has arisen which precludes our continued representation under the Rules of Professional Conduct. Because of this conflict, we can no longer exercise independent professional judgment on your behalf in this specific matter.

To ensure your interests are protected, we have coordinated with [New Law Firm Name/Incoming Counsel] to facilitate the transfer of your file. They have confirmed their availability to assume your representation.

Regarding your file and documentation:

- We have transferred your complete file to [New Law Firm Name] as of [Date].
- We have enclosed a copy of [Specific Important Documents] for your personal records.
- Any unearned retainers currently held in our trust account will be [refunded to you / transferred to the new firm] by [Date].

Please be advised that there are upcoming deadlines regarding your case, specifically [List Dates/Deadlines]. It is imperative that you consult with your new counsel immediately to ensure these dates are met.

Our representation of you regarding this specific matter is now concluded. We value the relationship we have had and regret that this conflict requires us to step aside. If you have any questions regarding the logistics of this transfer, please contact [Name] at [Phone Number].

Sincerely,

[Partner Name]

[Law Firm Name]