

[Date]

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

Re: Notice of Mutual Agreement to Transfer Counsel and Disengagement

Dear [Client Name],

This letter confirms the mutual agreement between [Current Law Firm Name] and [Client Name] to terminate our attorney-client relationship effective [Date]. As we discussed, your legal matter regarding [Case Name/Matter Number] will be transferred to [New Law Firm/Attorney Name].

Status of Matter:

As of this date, the status of your matter is as follows: [Briefly describe current status/upcoming deadlines].

Transfer of Files:

Pursuant to your authorization, we have coordinated with [New Attorney Name] to transfer your complete legal file. This includes all pleadings, correspondence, discovery materials, and evidence currently in our possession. This transfer is expected to be completed by [Date].

Final Billing:

Enclosed is our final statement for legal services rendered through [Date]. [Select one: Any remaining balance in our trust account has been applied to this invoice / A refund check for the remaining retainer balance of \$ _____ is enclosed / Please remit the outstanding balance of \$ _____ by [Date].]

Closing of Relationship:

Upon the transfer of these files, [Current Law Firm Name] will no longer represent you in this matter and will perform no further legal services. We recommend that you stay in close contact with your new counsel regarding all upcoming deadlines.

We appreciate the opportunity to have served you and wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Current Law Firm Name]

Acknowledgment and Consent:

I, [Client Name], acknowledge the terms of this disengagement and hereby consent to the transfer of my file to [New Law Firm/Attorney Name].

[Client Signature]

[Date]