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[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is withdrawing from its representation of you in the matter referenced above, effective [Date].

As previously discussed, this matter has been moved to the jurisdiction of [New State/Country/Court Name]. Because our firm is not licensed to practice in that jurisdiction, we are unable to continue as your legal counsel for the remainder of these proceedings.

We have coordinated with your new legal counsel, [New Attorney Name] of [New Law Firm Name], to ensure a smooth transition. All relevant case files, documents, and evidence currently in our possession have been [transferred to the new firm / are available for pickup / will be mailed to you].

Please be advised of the following upcoming deadlines and court dates in your case:

- [Deadline/Date 1]
- [Deadline/Date 2]

Our attorney-client relationship will officially terminate on [Date]. A final statement for services rendered through this date is [enclosed / will be sent separately]. Any remaining funds in your trust account will be refunded to you or transferred to your new counsel as per your instructions.

We thank you for the opportunity to have represented you and wish you the best with your ongoing legal matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]