

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement and Transfer of Counsel

Matter: [Case Name/Court Docket Number]

Dear [Client Name],

This letter confirms that [Law Firm Name] will no longer represent you in the above-referenced litigation, effective [Date].

As previously discussed, your representation is being transferred to [Name of New Attorney/Law Firm]. We have coordinated with your new counsel to ensure an orderly transition of your legal matters. Please be advised of the following upcoming court deadlines and hearings:

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

We have transferred your complete client file to [New Attorney Name]. We have retained a copy of the file for our records in accordance with our document retention policy.

Final billing for services rendered through [Date] is attached. Please ensure payment is made by [Date]. Any remaining funds in our trust account totaling \$[Amount] will be [refunded to you / transferred to your new counsel].

We have filed the necessary "Substitution of Counsel" with the court. From this point forward, all inquiries regarding your case should be directed to your new attorney at [New Attorney Phone Number/Email].

Thank you for the opportunity to have served you.

Sincerely,

[Your Name]

[Law Firm Name]