

[Date]

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

Re: Notice of Assumption of Counsel and Disengagement

Dear [Client Name],

This letter serves to formally notify you of a change in your legal representation regarding [Matter Name/Case Number].

Effective [Date], the law firm of [New Law Firm Name] will be assuming lead counsel responsibilities for this matter. [Attorney Name] will be the primary attorney handling your file moving forward. We have coordinated with [New Law Firm Name] to ensure a seamless transition of all files, documents, and pertinent information.

Consequently, [Your Law Firm Name] is hereby disengaging from representing you in this specific matter. Our attorney-client relationship regarding this case will terminate on [Date].

Please note the following regarding your file:

- **File Transfer:** Your complete legal file has been transferred to [New Law Firm Name].
- **Pending Deadlines:** We have informed [New Law Firm Name] of all upcoming court dates and deadlines.
- **Final Billing:** You will receive a final invoice from our firm for services rendered through [Date].

We recommend that you direct all future inquiries and correspondence to your new counsel at:

[New Attorney Name]
[New Law Firm Name]
[Address]
[Phone Number]
[Email Address]

It has been a pleasure representing you. We wish you the best in the resolution of this matter.

Sincerely,

[Your Name]
[Your Law Firm Name]

Acknowledgment of Transfer and Disengagement

I, [Client Name], acknowledge the transfer of my case to [New Law Firm Name] and the disengagement of [Your Law Firm Name].

Signature: _____ Date: _____