

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Disengagement and Transfer of File

Matter: [Case Name or Matter Number]

Dear [Client Name],

This letter confirms that [Law Firm Name] has concluded its legal representation of you regarding the above-referenced matter effective [Date].

As requested, we have prepared your complete client file for transfer. Pursuant to your instructions, we have transferred the entirety of your file to your new counsel:

[New Attorney Name]

[New Law Firm Name]

[New Firm Address]

[City, State, Zip Code]

The transferred file includes, but is not limited to:

- All original legal documents and pleadings.
- All discovery materials and evidence.
- Correspondence related to the matter.
- Expert reports and witness statements.

We have retained a copy of the file for our internal records in accordance with our document retention policy. Our attorney-client relationship is now formally terminated. We will take no further action on your behalf regarding this matter.

Enclosed is a final statement of account. [Optional: Please find a check for the remaining balance of your retainer.]

We thank you for the opportunity to have served you.

Sincerely,

[Attorney Name]

[Law Firm Name]