

[Date]

[Client Contact Name]
[Client Company Name]
[Address Line 1]
[Address Line 2]

Re: Notice of Disengagement and Transfer of Counsel

Dear [Client Contact Name],

As a result of the upcoming corporate merger between [Client Company Name] and [Acquiring/Merging Entity Name], we understand that legal representation for your future matters will be consolidated under new legal counsel.

Accordingly, this letter serves as formal notice that [Your Law Firm Name] will conclude its legal representation of [Client Company Name] effective as of [Effective Date].

Status of Current Matters

As of this date, the following matters are active:

- [Matter Name/Case Number 1]
- [Matter Name/Case Number 2]

Transfer of Files

We have received instructions to transfer your client files to your new counsel:

[New Law Firm Name]
[Contact Attorney Name]
[Address/Email/Phone]

We are currently coordinating the secure transfer of all electronic and physical files to ensure a seamless transition. We expect this transfer to be completed by [Date].

Final Invoicing

You will receive a final statement for services rendered and expenses incurred through the closing date. Please ensure that all outstanding balances are settled by [Payment Due Date].

It has been a pleasure representing [Client Company Name]. We wish you and the new organization success following this merger.

Sincerely,

[Partner Name]
[Your Law Firm Name]