

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Notice of Disengagement - [Case/Matter Name or Reference Number]

Dear [Client Name],

We are writing to formally notify you that [Firm Name] will be withdrawing from representing you in the above-referenced matter, effective [Date or "immediately"].

As we have discussed in our recent communications on [Date of discussion], a fundamental disagreement has arisen regarding the strategy and handling of your case. Because we are unable to reach a consensus on the essential direction of this matter, we have determined that we can no longer provide effective legal representation that aligns with our professional judgment and your desired approach.

Immediate Deadlines:

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

- [Deadline 1: Date and Description]
- [Deadline 2: Date and Description]

It is imperative that you retain new legal counsel immediately to ensure your interests are protected and these deadlines are met. We recommend you seek new representation without delay.

File Transfer:

We will cooperate fully with your new counsel to transition your file. Your original documents and a copy of your case file are available for pickup at our office, or we can forward them to your new attorney upon receipt of a signed authorization form.

Final Billing:

A final statement for services rendered through the date of this letter is enclosed. [Mention any refund of unearned retainers if applicable].

If your matter is currently in litigation, we will file a Motion to Withdraw with the court [or "the necessary substitution of counsel forms"] shortly. We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]