

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

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

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

Dear [Client Name],

This letter serves as formal notification that [Firm Name] will no longer be representing you in regard to the above-referenced matter, effective [Date].

This decision follows our recent discussions regarding the future direction of your case. As we have deliberated, there currently exists a fundamental divergence in strategy and approach between your objectives and our professional recommendations. Because we have reached an impasse regarding how to best proceed, we believe it is in your best interest to seek alternative counsel who may better align with your preferred strategy.

Please be advised of the following upcoming deadlines and requirements:

- [Deadline 1: e.g., Filing Date]
- [Deadline 2: e.g., Scheduled Hearing]

It is imperative that you retain new legal representation immediately to ensure these dates are met and your legal rights are protected. We will cooperate fully with your new counsel to facilitate a smooth transition of your file.

We have enclosed [List of documents/Your file] for your records. We will retain a copy of this file in accordance with our retention policy.

An invoice for services rendered through the date of this letter is [Enclosed/Will be sent separately]. Please ensure the balance is settled by [Date].

We thank you for the opportunity to have represented you and wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]