

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

The purpose of this letter is to formally notify you that [Law Firm Name] will no longer be representing you in regards to [Matter Name].

As we have discussed on [Date of Discussion], it has become clear that our objectives and the strategies required to move forward with this case have diverged significantly. Because we are unable to reach an agreement on the fundamental direction of this matter, we can no longer provide effective legal representation.

Please be advised of the following regarding your case status:

- **Upcoming Deadlines:** Your next court appearance/filing deadline is [Date]. It is imperative that you secure new counsel or act personally before this date to protect your rights.
- **File Transfer:** Your original client file is available for pickup at our office, or we can forward it to your new legal representative upon receipt of a signed authorization form.
- **Final Billing:** A final statement for services rendered up to this date is enclosed.  
[Mention refund of unearned retainer if applicable].

We recommend that you retain new legal counsel immediately to ensure that your interests are not prejudiced by any pending deadlines. If you are appearing in a court proceeding, we will file the necessary "Motion to Withdraw" with the court shortly.

We wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]