

[Date]

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

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

Dear [Client Name],

This letter confirms that [Law Firm Name] will no longer be representing you in the matter referenced above. This decision follows our recent discussions regarding the future strategy and direction of your case.

As we discussed, there is a fundamental disagreement regarding the legal tactics and objectives required to move forward. Because we have reached an impasse on how to proceed, it is in your best interest to seek new legal counsel whose strategy aligns with your goals.

Status of Your Case:

Please be advised of the following upcoming deadlines and requirements:

- [Deadline 1: e.g., Hearing Date]
- [Deadline 2: e.g., Discovery Response Due Date]
- [Deadline 3: e.g., Statute of Limitations]

Transfer of Files:

We are prepared to transfer your complete file to you or your new attorney. Please provide written authorization and instructions on where to send these documents. We will retain a copy of the file for our records in accordance with our retention policy.

Final Billing:

Enclosed is a final statement for services rendered through the date of this letter. [Optional: Any remaining funds in your trust account will be refunded via check within X days.]

We recommend that you secure new legal representation immediately to ensure that no deadlines are missed and your legal rights are protected.

Thank you for the opportunity to have served you. We wish you the best in the resolution of this matter.

Sincerely,

[Your Name]
[Law Firm Name]