

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement - Exhaustion of Retainer Funds

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is closing your file and concluding our legal representation regarding [Case Name/Matter Number], effective [Date].

As previously discussed and outlined in our initial Engagement Agreement, our continued representation was contingent upon the maintenance of a required retainer balance. Our records indicate that your retainer funds have been fully exhausted as of [Date of Last Invoice], and the outstanding balance of \$[Amount] remains unpaid despite our previous requests for replenishment on [Dates of Previous Requests].

Because the necessary funds to continue work have not been provided, we are unable to perform further legal services on your behalf. Please be advised of the following regarding your matter:

- **Status:** [Briefly describe current status, e.g., discovery is pending / no upcoming hearings].
- **Deadlines:** You should be aware of the following critical deadlines: [List dates or state "No immediate deadlines known"].
- **Files:** Your original documents are available for pickup at our office. Please contact us by [Date] to arrange for the transfer of your file.

We will file any necessary motions to withdraw as counsel of record with the court shortly. We recommend that you retain new legal counsel immediately to ensure your interests are protected and to avoid missing any court-imposed deadlines.

Enclosed is a final statement reflecting the application of your remaining retainer and the final balance due. We thank you for the opportunity to have served you.

Sincerely,

[Attorney Name]

[Law Firm Name]