

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement - Unreplenished Retainer

Dear [Client Name],

On [Date of Previous Request], we contacted you requesting that you replenish your retainer balance in the amount of \$[Amount] as required by our Engagement Agreement dated [Date]. As of today, we have not received the necessary funds.

As outlined in our agreement, the maintenance of an adequate retainer balance is a condition of our continued representation. Because the retainer has not been replenished, we must formally notify you that [Firm Name] is withdrawing from our representation of you in [Matter Name/Case Number], effective [Date/Immediately].

Please be advised of the following regarding your matter:

- **Upcoming Deadlines:** [List any immediate court dates or filing deadlines, or state "There are no immediate deadlines known at this time"].
- **File Transfer:** Your original file is available for pickup at our office. Alternatively, we can forward it to you or your new counsel upon receipt of written authorization.
- **Final Billing:** Enclosed is a final invoice for services rendered and costs incurred up to this date. Any remaining balance in your trust account has been applied to this invoice.

We recommend that you secure new legal counsel immediately to ensure your interests are protected and that all deadlines are met. If you are involved in active litigation, you may need to file a substitution of counsel with the court.

Thank you for the opportunity to have served you.

Sincerely,

[Attorney Name]

[Firm Name]