

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Disengagement - Exhausted Retainer Funds

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is withdrawing from our legal representation of you in the matter of [Case Name/Reference Number], effective [Date].

As outlined in our initial Engagement Agreement dated [Date], our continued representation was contingent upon the maintenance of an advance fee retainer. On [Date], we notified you that your retainer balance had been exhausted and provided an invoice for the additional funds required to continue work on your file. To date, we have not received the necessary payment.

As a result of the non-payment and the exhausted retainer, we have ceased all work on your case. Please be advised of the following upcoming deadlines and status updates regarding your matter:

- [Upcoming Deadline 1]
- [Upcoming Deadline 2]
- [Current Status of Case]

It is imperative that you retain new legal counsel immediately to ensure your interests are protected and that all court deadlines are met. Failure to take action may result in the loss of legal rights or a default judgment against you.

We have enclosed your original file materials. We will retain a copy of the file for our records in accordance with our document retention policy. If you or your new counsel require additional copies, please contact our office.

We will file the necessary withdrawal motions with the court shortly. Thank you for the opportunity to have served you.

Sincerely,

[Attorney Name]

[Law Firm Name]