

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL NOTICE OF DISENGAGEMENT - [Case/Matter Name or Number]

Dear [Client Name],

This letter serves as formal notification that [Law Firm/Organization Name] is terminating its legal representation of you in the above-referenced matter, effective immediately.

This decision is a direct result of your continued failure to comply with discovery obligations. Despite our numerous requests dated [Date of 1st Request], [Date of 2nd Request], and [Date of Final Warning], you have failed to provide the necessary documents and information required to move forward with your case.

As previously advised, your non-compliance has resulted in [mention specific consequence, e.g., missed court deadlines / pending motions to compel / sanctions]. Our firm cannot ethically or effectively represent your interests without your full cooperation in the discovery process.

Status of Your Case:

Please be advised of the following upcoming deadlines:

- [Deadline 1]: [Date]

- [Deadline 2]: [Date]

Your failure to take immediate action regarding these deadlines may result in the dismissal of your claims or a default judgment against you. We strongly recommend that you retain new legal counsel immediately to protect your rights.

Client File:

Your original file is available for pickup at our office. Alternatively, we can forward your file to you or your new counsel upon receipt of written authorization. We will retain a copy of the file for our records in accordance with our retention policy.

We will file the necessary Motion to Withdraw as Counsel with the court shortly. You will receive a copy of that filing under separate cover.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]