

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Disengagement - [Matter Name/Case Number]**

Dear [Client Name],

Since our initial engagement on [Date], our firm has performed a comprehensive conflict of interest check. This internal review has recently revealed a conflict of interest involving [Briefly state nature of conflict, e.g., a current client/prior representation].

Under the professional rules of conduct, this conflict prevents us from continuing to represent you in this matter. Accordingly, we must formally disengage as your legal counsel, effective [Date or Immediately].

Please be advised that your legal matter may be subject to strict time limits, including statutes of limitations. Failure to take legal action or file necessary documents before these deadlines may result in the permanent loss of your legal rights. We strongly recommend that you seek new legal counsel immediately to protect your interests and ensure all deadlines are met.

We will cooperate with your new counsel to facilitate the transfer of your file. Please let us know where you would like us to send your original documents.

Enclosed is a final statement for services rendered through [Date].

Sincerely,

[Your Name]

[Law Firm Name]