

**[Disengagement Letter]**

{Date}

{Name}  
{Company Name}  
{Address 1}  
{Address 2}  
{City, State, Zip Code}

Dear {Salutation}:

When I undertook to represent you concerning [describe nature of representation, including case number, if any] you signed a Fee Agreement agreeing to pay for the legal services provided to you and the costs and disbursements made on your behalf. At the present time, our records reflect that you have not paid our invoices in a timely manner as you agreed you would.

Our records reflect that you have paid [report amount], leaving a balance of [report amount], which is now due and owing. Due to the apparent breakdown in our professional relationship, enclosed please find a Motion to Withdraw as Counsel, which I intend to file. I will be happy to continue to represent you if we can make acceptable financial arrangements in the very near future. Otherwise, my further representation of you has terminated.

If you wish to be represented in this matter, you should contact another attorney immediately. Keep in mind that, if your case is not filed in a timely manner, you may be barred forever from pursuing your claim. [Include specific time limit, if known.]

Please contact our office to make arrangements for return of your file. I will be happy to give it directly to you or to forward it to your new attorney, if you wish. It is our policy to maintain a file such as yours for \_\_\_\_\_ years, after which time it will be destroyed. I look forward to hearing from you soon regarding these arrangements.

Sincerely,

Firm Name  
Lawyer Name