

[Amicable Disengagement]

{Date}

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

Dear {Salutation}:

We [I] appreciate the opportunity to have served as your law firm [state period of time]. However, due to the circumstances surrounding [explain situation], we [I] believe it is in the best interest of all concerned for you to secure other counsel. Therefore, it is with regret that we [I] must terminate our [my] representation of [you *or* your company] at this time, so that you may seek alternate counsel that may better suit your needs.

As a reminder, listed below are some of your upcoming deadlines which your new counsel will need to address:

[State deadlines]

Please contact our [my] office within ___ business days to make arrangements for return of your file. We [I] will be happy to give it to you directly or to forward it to your new attorney, if you wish. It is our [my] policy to maintain our copy of your file for _____ years, after which time it will be destroyed.

Again, we regret this decision, but believe it is to our mutual benefit. We will be glad to assist you and your new law firm in making this transition as smooth as possible.

Sincerely,

Firm Name
Lawyer Name