

SAMPLE DISENGAGEMENT LETTER

[Insert Date]

[Name of Client Contact]

[Title]

[Company or Entity]

[Address]

Re: [Style of Case or Description of Matter/Representation] Conclusion of Representation

Dear _____:

This letter is to confirm that [Law Firm] has concluded its work for you [name of client] on [describe matter]. Enclosed for your [name of client]'s file is a copy of the [final invoice, final order, etc.]. If you have questions regarding this/these document/documents, please call me.

Also enclosed are the originals of the materials you [name of client] supplied to us. [or] [If you would like to have any documents that you supplied to us returned to you].

As we have completed our representation of you [name of client] and there is no further need for us to advise you [name of client] in connection with this matter, we will not monitor any possible future legal developments concerning the matter.

It has been a pleasure working with you [name of client]. If there are other matters in the future on which our firm can be of assistance to you [name of client], please do not hesitate to contact us.

Sincerely yours,

[LAW FIRM]

By:_____

