

Disengagement Letter Lawyer

Goldberg & Associates Law Firm

890 Justice Way

New York, NY, 10010

212-555-0198

info@goldberglaw.com

December 16, 2024

John Doe

1234 Liberty Ave

New York, NY, 10023

Dear Mr. Doe,

Subject: Notice of Disengagement

We are writing to inform you that Goldberg & Associates Law Firm will no longer be able to represent you in your ongoing business litigation against ABC Corporation. This decision will take effect as of January 16, 2025.

After careful consideration, we have concluded that due to a conflict of interest that has arisen with another client, we must withdraw from your case. We believe it is in your best interest to find representation that can more appropriately meet your needs without any potential conflicts.

Please arrange to collect all of your documents in our possession or let us know how you would like these materials handled. Rest assured, we will maintain all your confidential information in accordance with our ethical obligations.

Your final bill will be sent by January 5, 2025, and we ask that all outstanding invoices be settled by January 31, 2025. Should you need assistance locating another attorney, we are willing to provide recommendations.

Thank you for the opportunity to serve you. If you have any questions or need further assistance, please do not hesitate to contact our office at 212-555-0198.

We wish you the best in your future legal endeavors.

Sincerely,

Elizabeth Goldberg

Partner

Goldberg & Associates Law Firm