**Sample Conflict of Interest Disengagement Letter**

June 20, 20—

Mr. John J. Former Client 123 Main Street

Anytown, Louisiana 45678

Re: File Subject or Matter Description Calcasieu Parish, Louisiana

Dear Mr. Former Client:

Thank you for allowing us to be of service to you in the above-captioned matter. The joining of A.B. Sea, Inc. in your lawsuit has created a conflict of interest for our firm because one of our partners, (Attorney Name), has been and continues to be A.B. Sea’s primary counsel in other matters. Your continued representation would result in a conflict of interest pursuant to the Rules of Professional Conduct. Therefore, we must withdraw from representing you at this time. Additionally, (Attorney Name) will refer A.B. Sea to independent counsel for representation in your matter only.

We are enclosing your entire file with this letter, as well as a check in the amount of $750.00, representing a refund of unearned fees. You should contact other counsel immediately to further pursue (and protect) your interests in this matter. A status report with deadlines, if applicable, is attached. Your new counsel should have adequate time to serve your best interests, and you should provide said counsel with the enclosed file and status report.

Our final invoice for service rendered is enclosed. It was a pleasure serving you, and we wish you the best in all your future endeavors. If we may be of service to you in other matters, please contact us.

Sincerely, FIRM NAME

Attorney Name Enclosures

(CAVEAT: Make sure any withdrawal/termination is in compliance with Rule 1.16 of the Rules of Professional Conduct, especially Rule 1.16(c) requiring permission of a tribunal when terminating a representation.)

**PRACTICE AID GUIDE:** The Essentials of Law Office Management **CHAPTER 2** Conflicts of Interest

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