**Sample Disengagement Letter (Client Dissatisfaction)**

June 20, 20—

Ms. Jane J. Former Client 123 Main Street

Anytown, Louisiana 45678

RE: File Subject or Matter Description Dear Ms. Former Client:

We received your letter of June 19th, 20 indicating that you no longer wish our legal representation in this matter. While we firmly disagree with your conclusions regarding our representation, we respect your right to terminate our legal services. We will immediately file a Motion to Withdraw.

# (Advance Deposit Option)

Attached please find a full accounting for all fees and costs in this matter. Enclosed please find our check No. for $ , representing a refund of all unearned fees and costs remaining from the advance deposit. If you have a question as to any specific charge, please inform me and I will provide additional information and explanation.

# (Flat Fee Option)

We were hired for a flat fee of $5,000.00 on Jan 1st, 20 . Attached please find a full accounting indicating all the services provided to date and a conservative estimate of hours performed on your behalf. I am enclosing a refund check for $ as the unearned portion of the flat fee. If you have any question as to the fees, please inform me and I will be happy to speak with you. In the event disagree with my accounting for my fees, I would be happy to submit the fee dispute to the Louisiana State Bar Association’s Lawyer Fee Dispute Resolution program.

A copy of your file is enclosed. We suggest you retain new counsel as soon as possible to protect your legal rights and interests in this case. This letter will confirm that our representation of you in this matter has now formally concluded.

Sincerely, FIRM NAME

Attorney Name Enclosures (as stated)

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**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 7** Termination of the representation