

***Caveat:*** The sample materials in *AILA's Immigration Practice & Professionalism Toolbox* are just that—samples. Read each one carefully and adapt it to meet your specific needs and jurisdictional requirements. And don't forget, the law can change quickly.

## SIMPLE ROUTINE DISENGAGEMENT LETTER (VERSION 1)

Dear [*Client*]:

I refer to our letter(s) of engagement, (a) cop(y)(ies) of which is enclosed.

Our work on your behalf in the matter(s) (pick up the description(s) in the engagement letter and any additional related letters) has now come to an end and our attorney-client relationship is terminated. There is no additional work for us to undertake on these matters and we have no further obligation to you to render legal services with respect to them (or otherwise).

Unless you make arrangements for us to retain the records at your expense on terms satisfactory to us, and instruct us otherwise, we will return your records and (our files) concerning the matter(s) to you [30] days after the date of this letter. [*This sentence assumes the lawyer will not seek to retain a lien on any of the papers subject to lien for nonpayment of fees*]. We will keep only a copy of our correspondence and work product. Thus, you should take steps to safeguard and retain these documents for your own use in accordance with your record retention practices and policies.

A final statement for legal services will be sent within [*number*] days. Because invoices for disbursements for your account may not have been received by then, we will bill you every 30 days for all such expenses as they become posted.

Please understand that this letter does not mean we have not appreciated serving you. If you have future needs for legal services, please keep us in mind.

Sincerely,

Joe Lawyer