

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address/Inmate ID Number]

[City, State, Zip Code]

RE: Termination of Legal Services

Case Number: [Case Number]

Matter: [Charges/Case Title]

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is closing your file and terminating our legal representation of you in the above-referenced matter effective as of [Date].

Reason for Termination:

Our representation is ending because [Reason, e.g., the case has reached final disposition / you have requested a change of counsel / a conflict of interest has arisen].

Status of Case and Deadlines:

Please be advised of the following upcoming dates and requirements:

- Next Court Date: [Date and Time]
- Location: [Courtroom/Address]
- Pending Deadlines: [List any upcoming motion deadlines or filing dates]

Failure to appear at future court dates may result in a warrant for your arrest.

Your Client File:

We have enclosed [Copies of important documents/The original case file]. Alternatively, your file is available for pickup at our office until [Date]. After [Number] years, our office policy is to destroy closed files in accordance with state bar regulations.

Future Legal Representation:

Since our attorney-client relationship has ended, you must secure new counsel immediately or prepare to represent yourself. If you have already retained new counsel, please have them contact our office to coordinate the transfer of any necessary information.

Final Billing:

[Include information regarding final invoice, refund of unearned retainer, or outstanding balances].

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]