

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

**Re: Termination of Legal Representation - [Matter Name/Case Number]**

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is terminating its legal representation of you in the above-referenced matter, effective as of [Date].

As we have discussed on several occasions, most recently on [Date of Last Discussion], we have provided specific legal advice regarding [Briefly Mention Issue, e.g., Settlement Offer/Procedural Step]. You have chosen not to follow this advice. Because your intended course of action is contrary to our professional recommendations and significantly impairs our ability to effectively represent your interests, we can no longer continue as your legal counsel.

**Pending Deadlines:**

Please be advised of the following upcoming deadlines regarding your case:

- [Deadline 1]: [Action Required]
- [Deadline 2]: [Action Required]

Failure to meet these deadlines may result in the loss of legal rights or the dismissal of your case.

**Next Steps:**

We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected. We will cooperate with your new attorney to transfer your file. Please provide us with written authorization and the name of your new counsel once they are retained.

**Final Billing:**

Enclosed is our final statement for services rendered through the date of this letter. Please remit payment by [Date]. Any unused portion of your retainer will be refunded to you via [Payment Method] within [Number] days.

We will retain a copy of your file for [Number] years, after which it will be destroyed in accordance with our retention policy.

Sincerely,

[Your Name]  
[Your Title]  
[Law Firm Name]