

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Termination of Legal Representation**

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in regarding [Case Name/Matter Description], effective as of [Date].

This decision has been made because you have repeatedly disregarded legal advice and instructions provided by this firm. As previously discussed on [Date of Warning], the attorney-client relationship requires mutual cooperation and trust. Your continued refusal to follow legal counsel has made it unreasonably difficult to carry out effective representation and has resulted in an irreparable breakdown of the professional relationship.

Regarding your file: [Select one: We have enclosed your complete file with this letter / Your file is available for pickup at our office / We will forward your file to your new counsel upon receipt of a signed release].

Please be aware of the following upcoming deadlines and court dates:

- [Deadline/Date 1]
- [Deadline/Date 2]

Failure to take immediate action on these matters may result in the loss of your legal rights. We strongly recommend that you secure new legal counsel immediately to ensure your interests are protected. If you are appearing in court, you may need to file a substitution of counsel or request a continuance.

An accounting of your trust account and a final invoice for services rendered through [Date] is enclosed. [Mention refund of unearned retainer if applicable].

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]