

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

Re: Notice of Withdrawal of Legal Representation - [Case Name/Matter Number]

Dear [Client Name],

Please be advised that [Law Firm Name] is withdrawing from its representation of you in the above-referenced matter, effective [Date or "immediately"].

This decision is based on your continued failure to follow legal advice and instructions essential to the proper handling of your case. Despite previous discussions regarding the necessity of [Specific Action or Compliance], your noncompliance has resulted in an irreconcilable breakdown in the attorney-client relationship, making it impossible for this firm to provide effective representation.

If your matter is currently in litigation, we will file the necessary Motion to Withdraw with the court. You may need to attend a hearing regarding this request, and we will notify you of any scheduled dates.

You are strongly encouraged to seek new legal counsel immediately to ensure that your interests are protected and that no deadlines are missed. Please note the following upcoming deadlines: [List Deadlines or write "None at this time"]. Failure to secure new counsel or meet these deadlines may result in the loss of your legal rights.

We will cooperate with your new attorney to transfer your file once we receive a signed authorization. You may pick up your original documents at our office by appointment.

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]