

[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

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

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in the above-referenced matter, effective immediately.

This decision has been made because your recent actions have been contrary to the legal advice provided and are inconsistent with the agreed-upon strategy for your case. These actions have created a situation where continued representation is no longer possible or effective.

Regarding your case status:

- Current Status: [Briefly describe current stage of the case]
- Upcoming Deadlines: [List any immediate deadlines or court dates]

We strongly recommend that you secure new legal counsel immediately to ensure your interests are protected and that all upcoming deadlines are met. We will cooperate with your new attorney to facilitate the transfer of your file.

Your original file is available for pickup at our office, or we can forward it to your new counsel upon receipt of a signed authorization form. We will provide a final invoice for services rendered up to this date within [Number] days.

We will file the necessary motions with the court to formally withdraw as your attorney of record.

Sincerely,

[Attorney Signature]
[Attorney Printed Name]
[Law Firm Name]