

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

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

This decision is a result of your continued failure to follow the legal advice and counsel provided to you. Specifically, on [Date(s)], we advised you to [Action Requested]. Your decision to act contrary to our professional recommendations has resulted in an irreconcilable breakdown in the attorney-client relationship, making it impossible for this firm to provide effective representation.

Your matter is currently in the following stage: [Specify current status]. Please be aware of the following upcoming deadlines and court dates:

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

We strongly urge you to retain new legal counsel immediately to protect your interests and ensure all deadlines are met. We will cooperate with your new attorney to facilitate the transfer of your file. Your original documents are [enclosed with this letter / available for pickup at our office].

[Optional: If a court motion is required] We will be filing a Motion to Withdraw with the court on [Date]. You will receive a copy of that filing separately.

Sincerely,

[Your Signature]

[Your Printed Name]