

[Date]

[Client Name]

[Client Address]

[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.

As we have discussed on several occasions, most recently on [Date], we have reached a fundamental disagreement regarding the strategy and handling of your case. Specifically, you have chosen not to follow our legal advice regarding [Briefly mention the issue, e.g., settlement offers/filing requirements/disclosure of evidence].

Because this disagreement prevents us from effectively representing your interests and maintaining a productive attorney-client relationship, we can no longer act as your counsel. [Optional: Mention if a motion to withdraw with the court is required].

Regarding your file:

- We have enclosed [or are holding for your pickup] your original documents and the complete case file.
- There are upcoming deadlines on [Date] regarding [Describe task]. It is imperative that you retain new counsel immediately to ensure your rights are protected.

We will provide reasonable cooperation to your new attorney to facilitate the transfer of your file. Please have them contact our office directly.

Sincerely,

[Attorney Name]

[Law Firm Name]