

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

[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] and I are withdrawing from our representation of you in the above-referenced matter, effective [Immediate or Date].

This decision follows our recent discussions regarding [mention specific recommendation, e.g., settlement offers, filing strategies, or witness selection]. Despite my professional legal advice and recommendations, you have chosen to pursue a course of action that is fundamentally inconsistent with my professional judgment and the strategic direction I believe is necessary for your case.

Because we have reached an impasse regarding the handling of your legal matter, it is no longer possible for me to provide effective representation. [Optional: If a court case is pending: I will be filing a formal motion with the court to be relieved as counsel of record.]

Please be aware of the following important information:

- **Upcoming Deadlines:** Your case has several critical deadlines approaching, specifically [List Date and Event, e.g., Hearing on October 5th or Discovery Deadline on October 10th]. Failure to act by these dates may result in the loss of your legal rights.
- **New Counsel:** You should retain another attorney immediately to ensure your interests are protected.
- **File Transfer:** Your complete file is available for pickup at our office, or we can forward it to your new counsel upon receipt of a signed authorization.

We will cooperate with your new counsel to ensure a smooth transition of your file. Thank you for the opportunity to have served you.

Sincerely,

[Attorney Signature]

[Attorney Name]  
[Law Firm Name]