

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Notice of Withdrawal of Counsel - [Case Name/Case Number]

Dear [Client Name],

This letter serves as formal notification that our firm is withdrawing from representing you in the legal matter referenced above. This decision follows our previous communications regarding your outstanding balance and failure to meet the financial obligations outlined in our representation agreement.

On [Date], the [Name of Court] granted our motion to withdraw as your legal counsel. As of [Effective Date], we are no longer authorized to act on your behalf or file documents in your case.

Please be advised of the following upcoming deadlines and court dates:

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

It is imperative that you secure new legal counsel immediately or notify the court if you intend to represent yourself. Failure to take action may result in a default judgment or the dismissal of your case.

Your original file is available for pickup at our office, or we can forward it to your new attorney upon receiving written authorization. We will retain a copy of the file for our records in accordance with state bar regulations.

Sincerely,

[Your Signature]

[Your Printed Name]
[Law Firm Name]