

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Court-Approved Withdrawal - [Case Name/Case Number]

Dear [Client Name],

This letter is to formally notify you that on [Date], the [Name of Court] granted our motion to withdraw as your legal counsel in the above-referenced matter. This withdrawal is effective immediately.

As previously discussed, our withdrawal was necessitated by a conflict of interest that has arisen, which precludes us from continuing our representation under the Rules of Professional Conduct. Because this is a conflict of interest, we are ethically barred from providing further legal advice or advocacy on your behalf in this case.

Please be advised of the following critical information:

- **Upcoming Deadlines:** Your next court appearance is scheduled for [Date] at [Time]. The following deadlines are also pending: [List any discovery or motion deadlines].
- **New Counsel:** It is imperative that you retain new legal representation immediately to protect your interests. If you do not have a new attorney by the next court date, you may be required to appear on your own behalf.
- **Client File:** Your complete legal file is available for pickup at our office, or we can forward it to your new attorney upon receipt of written authorization.

We have informed the court and opposing counsel of our withdrawal. We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]