

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Termination of Legal Representation**

**Matter:** [Case Name and Docket Number]

Dear [Client Name],

Please be advised that this office is terminating its legal representation of you in the above-referenced matter effective immediately. This decision has been made due to irreconcilable differences that have arisen between attorney and client, making it impossible to continue an effective professional relationship.

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

**Important Deadlines:**

Your case is currently ongoing. Please be aware of the following upcoming dates:

- [List Hearing Date or Deadline 1]
- [List Hearing Date or Deadline 2]

Failure to take action by these dates may result in the loss of your legal rights or a judgment against you. We strongly recommend that you secure new legal counsel immediately to protect your interests.

**Case File:**

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

**Final Billing:**

Enclosed is a final statement for services rendered through the date of withdrawal. [Select one: Any unused retainer funds are enclosed / Please remit the remaining balance by Date].

We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]