

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

[Opposing Counsel Name]  
[Opposing Law Firm]  
[Address]  
[City, State, Zip Code]

**RE: [Case Name / Matter Name]**  
**Court/Case Number: [Case Number]**

Dear [Opposing Counsel Name],

Please be advised that [Your Law Firm Name] no longer represents [Client Name] in connection with the above-referenced matter, effective [Effective Date].

From this date forward, please direct all future correspondence, pleadings, and legal notices regarding this matter to:

[Client Name / New Counsel Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

A [Notice of Withdrawal / Substitution of Counsel] has been filed with the court and is enclosed herewith.

Sincerely,

[Your Signature]  
[Your Printed Name]