

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Termination of Legal Representation regarding [Case Name/Matter Number]

Dear [Attorney Name],

Please be advised that I am formally terminating your legal representation and the services of [Law Firm Name], effective immediately.

I request that you cease all work on my behalf regarding [Case Name/Matter Number]. Please take all necessary steps to notify the court and opposing counsel of this change in representation.

I request that you provide me with my complete client file, including all correspondence, pleadings, discovery documents, and evidence, by [Date]. Please let me know when these files will be ready for pickup or if they will be sent electronically.

Furthermore, please provide a final itemized statement of my account. If there is a remaining balance in my trust account after all earned fees and costs have been deducted, please issue a refund check made payable to me at the address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]