

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

[Date]

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

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

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] has concluded its legal representation of you regarding [Matter Name/Case Number] effective as of [Date].

The conditions and status of this termination are as follows:

- **Status of Matter:** [State if the case is completed, settled, or if the attorney is withdrawing].
- **Final Billing:** Enclosed is the final invoice for services rendered. Please ensure payment is made by [Date] as per our initial agreement.
- **Return of Files:** Your original documents are [enclosed with this letter / available for pickup / have been transferred to new counsel]. We will retain a digital copy for our records for [Number] years.
- **Upcoming Deadlines:** Please be advised of the following critical dates: [List any statutes of limitation or court dates], after which no further action will be taken by this firm.
- **Transfer of Power:** Any Power of Attorney or authorization granted to this firm regarding this matter is hereby revoked.

We recommend that you seek new legal counsel immediately if further action is required on this matter to ensure your interests remain protected.

Thank you for allowing us to represent you.

Sincerely,

[Attorney Name]  
[Law Firm Name]