

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Representation - [Case Name/Matter Number]

Dear **[Client Name]**,

This letter serves as formal notification that **[Law Firm Name]** is terminating its legal representation of you in connection with **[Description of Matter]**, effective as of **[Termination Date]**.

The reason for this termination is **[Reason for termination, e.g., completion of services, non-payment, or withdrawal]**.

Please be advised of the following upcoming deadlines and status updates regarding your case:

- **[Deadline 1]**
- **[Deadline 2]**

We have enclosed your complete client file with this letter. We recommend that you retain new legal counsel immediately to ensure your interests are protected and that no deadlines are missed. If you wish for us to transfer your files to a specific attorney, please provide a written authorization form.

Regarding your account balance, **[Statement regarding final invoice or refund of unused retainer]**.

We thank you for the opportunity to have represented you. If you have any questions regarding the transition of your file, please contact our office.

Sincerely,

[Your Name/Signature]

[Your Title]

[Law Firm Name]