

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

[Date]

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

RE: NOTICE OF INTENT TO WITHDRAW AS COUNSEL

Dear [Client Name],

Please be advised that [Law Firm Name] and I intend to withdraw as your legal counsel in the matter of [Case Name/Matter Description], currently pending in [Court Name, if applicable], Case No. [Case Number].

Our decision to withdraw is based on [Briefly state reason, e.g., irreconcilable differences / non-payment of fees / completion of specific task], as permitted under Rule [Rule Number] of the Rules of Professional Conduct.

Important Deadlines and Future Proceedings:

- [List upcoming court date or deadline 1]
- [List upcoming court date or deadline 2]

We strongly recommend that you secure new legal representation immediately to ensure your interests are protected. Please have your new attorney contact our office to coordinate the transfer of your client file. If you choose to represent yourself, please notify us so we can arrange for the delivery of your file directly to you.

We will file a formal Motion to Withdraw with the court on [Date]. If you have any objections to this withdrawal, you must notify the court and our office before that date.

Sincerely,

[Signature]
[Printed Name]