

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]

RE: Notice of Withdrawal as Counsel

Case Name: [Case Name]

Case Number: [Court Case Number]

Dear [Client Name],

Please be advised that [Law Firm Name] and [Attorney Name] are formally withdrawing as your legal counsel in the above-referenced matter, effective [Date].

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

Please note the following important deadlines and upcoming court dates regarding your case:

- [Date]: [Description of Deadline/Hearing]
- [Date]: [Description of Deadline/Hearing]

It is imperative that you retain new legal counsel immediately to ensure your interests are protected. We have enclosed your complete client file for your records and for transfer to your new representative.

We will file the necessary Motion to Withdraw with the [Name of Court] on [Date]. If you have any objections, you must notify the court within the timeframe specified by local rules.

Sincerely,

[Signature]

[Printed Name]
[Law Firm Name]

cc: [Opposing Counsel Name/Address]
[Clerk of the Court]