

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

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

RE: Notice of Intent to Withdraw as Counsel  
Matter: [Case Name/Reference Number]

Dear [Client Name],

Please be advised that [Law Firm Name] intends to withdraw as your legal counsel regarding the above-referenced matter. This decision is due to the non-payment of legal fees as required by our signed representation agreement dated [Date].

Despite previous requests for payment sent on [Dates of previous reminders], your account remains past due in the amount of \$[Amount]. Our agreement explicitly states that failure to maintain a current balance is grounds for the termination of our services.

If we do not receive payment in full or reach a mutually agreeable payment plan by [Deadline Date], we will file a motion with the court to formally withdraw as your attorney of record. If your case is not currently in litigation, our withdrawal will be effective as of [Date].

Please be aware of the following:

- You should retain new legal counsel immediately to ensure your rights are protected.
- You are responsible for all upcoming deadlines, including [List any immediate deadlines].
- Upon request, we will provide your client file to you or your new attorney.

We urge you to resolve this matter promptly to avoid any disruption in your legal representation.

Sincerely,

[Attorney Signature]  
[Attorney Name]