

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

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

RE: Notice of Termination of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in regarding [Case Name/Matter Description], effective [Date].

This decision has been made due to your failure to pay outstanding legal fees as required by our signed representation agreement dated [Date of Agreement]. As of today, your balance remains unpaid in the amount of \$[Amount]. Despite our previous notices sent on [Dates of previous reminders], we have not received payment or a mutually agreed-upon payment plan.

Regarding your case, please note the following upcoming deadlines or hearings:
[List specific dates/deadlines or state "None at this time"].

We strongly recommend that you retain new legal counsel immediately to protect your interests. We will cooperate with your new attorney to transfer your file once we receive a signed authorization. You may pick up your original documents at our office until [Date].

If required by the court, we will file a motion to withdraw as your counsel of record. You will receive a copy of that filing separately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Law Firm Name]