

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

[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], Case Number [Case Number], currently pending in the [Court Name].

We are taking this action because [State reason: e.g., irreconcilable conflicts / non-payment of fees / breakdown in communication]. Accordingly, we will be filing a formal Motion to Withdraw as Counsel with the court on [Date of Filing].

You are hereby notified of the following:

- The court may set a hearing on this motion. You have the right to appear and object.
- You are encouraged to retain new legal counsel immediately to ensure your interests are protected and to avoid missing any court-ordered deadlines.
- Failure to obtain new counsel may result in you being required to represent yourself (pro se) before the court.
- The next scheduled court date is [Date of next hearing/deadline], regarding [Purpose of hearing].

Regarding your file, we have enclosed [mention documents, if any] and are prepared to transfer your complete file to you or your new attorney upon written request.

Please acknowledge receipt of this notice by signing below and returning a copy to our office.

Sincerely,

[Signature]
[Attorney Name]

Acknowledgment of Receipt:

I, [Client Name], acknowledge that I have received this Notice of Motion to Withdraw as Counsel.

[Client Signature]

Date: _____