

## **URGENT: NOTICE OF INTENT TO WITHDRAW AS COUNSEL**

Date: [Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Withdrawal of Legal Representation - [Matter Name/Case Number]

Dear [Client Name],

Please be advised that [Law Firm Name] intends to withdraw as your legal counsel regarding the above-referenced matter, effective [Number] days from the date of this letter.

This decision is based on your failure to comply with the financial terms of our Engagement Agreement. As of this date, your account remains in arrears in the amount of \$[Amount]. Despite our previous requests for payment on [Date of previous notice] and [Date of previous notice], the balance remains unpaid.

Our withdrawal will result in the following:

- We will cease all legal work, including research, drafting, and negotiations.
- We will not file any further documents or initiate litigation on your behalf.
- We will provide you with your digital file and any original documents upon request.

You are strongly encouraged to retain new legal counsel immediately to protect your interests and ensure you do not miss any statutory deadlines or "statutes of limitations" that may apply to your claim.

If you remit the full outstanding balance of \$[Amount] by [Deadline Date], we will rescind this notice and continue our representation. Otherwise, we will close your file on [Closing Date].

Sincerely,

[Attorney Name]

[Law Firm Name]