

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

[Date]

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

Re: Notice of Intent to Withdraw as Counsel  
Case Name: [Case Name]  
Case Number: [Case Number]

Dear [Client Name],

Please be advised that [Law Firm Name] intends to withdraw as your legal counsel of record in the above-referenced matter. This decision is based on your failure to pay outstanding legal fees and costs as required by our representation agreement.

As a final judgment has already been entered in this case, our primary legal obligations are complete. However, there may be post-judgment deadlines or obligations that you must still address. Our records show an outstanding balance of \$[Amount]. Despite previous requests for payment, this balance remains unpaid.

We will be filing a Motion to Withdraw with the court on [Date]. If the court grants this motion, we will no longer represent you or accept service of process on your behalf. All future notices and court documents will be sent directly to your last known address provided above.

You have the right to object to this withdrawal before the court or to hire new counsel to represent your interests. We recommend that you secure new legal representation immediately if you intend to pursue appeals or post-judgment collections/motions.

Upon your request, and subject to local rules regarding unpaid fees, we will provide you or your new attorney with a copy of your file.

Sincerely,

[Attorney Signature]  
[Attorney Name]