

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Withdrawal of Legal Representation and Final Invoice**

Dear [Client Name],

Please be advised that [Your Name/Law Firm Name] is formally withdrawing as your legal counsel regarding [Case Name/Matter Description], effective [Date/Immediately].

This decision has been made due to [Reason for Withdrawal, e.g., non-payment of legal fees / breakdown of communication]. As of this date, we will no longer perform legal services, attend hearings, or file documents on your behalf.

There are upcoming deadlines in your matter, specifically: [List Deadlines or "None"]. We strongly recommend that you secure new legal counsel immediately to protect your interests and avoid any potential default or loss of rights.

Our records indicate that there is an outstanding balance on your account in the amount of \$[Amount]. Attached is the final invoice detailing all services rendered and costs incurred through the date of withdrawal.

We request that payment be made in full by [Due Date]. Payment can be made via [Payment Method]. If you are unable to pay the full amount at this time, please contact our office to discuss a payment arrangement.

Upon your written request, we will deliver your original file and any property in our possession to you or your new attorney. We will retain a copy of the file for our records in accordance with professional regulations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]