

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Termination of Legal Representation regarding [Matter Name/Case Number]

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] is terminating its legal representation of you in connection with [Matter Description] effective [Date].

Conditions of Termination:

- **Scope of Work:** Our professional relationship regarding this matter is now concluded. We will take no further action on your behalf.
- **Pending Deadlines:** Please be advised of the following upcoming deadlines that require your immediate attention: [List Date/Action or state "None"]. Failure to meet these deadlines may result in the loss of legal rights.
- **Client Files:** Your original file is available for pickup at our office. Please notify us by [Date] if you would like the files delivered to you or transferred to new counsel.
- **Final Accounting:** Enclosed is our final invoice for services rendered through the date of termination. Please remit payment by [Date]. [Optional: Any remaining retainer balance is enclosed via check].
- **Cooperation:** We will provide reasonable assistance to your successor counsel to ensure an orderly transition of your file.

We recommend that you retain new legal counsel immediately to ensure your interests remain protected.

Sincerely,

[Attorney Name]

[Law Firm Name]