

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Termination of Legal Representation**

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in connection with [Case Name/Matter Number], effective [Date].

This decision has been made due to your default under the terms of our Engagement Agreement, specifically: [Reason for default, e.g., non-payment of legal fees / failure to communicate].

Regarding your file and pending matters:

- **Upcoming Deadlines:** You should be aware of the following immediate deadlines: [List dates or state "None"]. Failure to act by these dates may result in the loss of legal rights.
- **File Transfer:** Your original file is available for pickup at our office. Alternatively, we can forward it to you or your new counsel upon written request.
- **Refund of Unearned Fees:** Any unearned portion of your retainer, totaling \$[Amount], is enclosed herewith.

We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected. We will cooperate with your new attorney to ensure an orderly transition of your file.

We will file the necessary withdrawal documents with the court/agency by [Date].

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]