

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

[Date]

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

RE: NOTICE OF INTENT TO WITHDRAW AS COUNSEL

Matter: [Case Name/Reference Number]

Dear [Client Name],

Please be advised that [Law Firm Name] intends to withdraw as your legal counsel regarding the above-referenced matter. This decision is being made due to the non-payment of legal fees and expenses, as required by our signed representation agreement dated [Date of Agreement].

To date, your outstanding balance is \$[Amount]. Despite previous requests for payment sent on [Dates of previous notices], the balance remains unpaid. Our agreement explicitly states that failure to maintain your account may result in the termination of our services.

Status of Your Case:

Currently, the following deadlines or hearings are pending:

- [Deadline/Event 1]: [Date]
- [Deadline/Event 2]: [Date]

Next Steps:

If this matter is currently in litigation, we will file a formal Motion to Withdraw with the court on [Date]. You have the right to object to this motion or to retain new counsel immediately. If you retain a new attorney, please have them contact us so we may coordinate the transfer of your file.

If you pay the full outstanding balance by [Final Deadline Date], we will rescind this notice and continue our representation.

Please note that your file is available for pickup at our office. We recommend you secure new legal representation immediately to ensure your interests are protected and that no deadlines are missed.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]