

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

[Date]

RE: Notice of Relocation and Withdrawal of Counsel

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Client Name],

I am writing to formally notify you that I will be relocating out of state effective [Date]. As a result of this move, I will no longer be practicing law in [Current State] and will be unable to continue representing you in your pending criminal matter.

My final day of active representation will be [Date]. Please be assured that I am taking the necessary steps to protect your legal interests during this transition. I will be filing a Motion to Withdraw as Counsel with the court on [Date].

Regarding the continuation of your defense, you have the following options:

- **New Counsel within this Firm:** [Name of Associate/Partner] is familiar with your file and is available to take over your case.
- **Independent Counsel:** You may choose to hire a new attorney from a different firm.
- **Public Defender:** If you are financially eligible, you may apply for a court-appointed attorney.

Your complete case file is available for pickup at our office, or we can forward it to your new attorney upon receipt of a signed release form. It is critical that you secure new representation as soon as possible to avoid missing upcoming court dates on [List Upcoming Dates, if any].

Please contact me at [Phone Number] or [Email] by [Date] to confirm how you wish to proceed with your file and your representation.

It has been a privilege representing you, and I wish you the best in the resolution of your case.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]