

Current Date: [Insert Date]

[Attorney Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND TERMINATION OF LEGAL REPRESENTATION

Dear [Attorney Name],

I am writing to formally notify you that you are in breach of our legal services agreement dated [Insert Date of Contract] regarding [Insert Case Name/Matter Number].

The specific nature of this breach includes, but is not limited to, the following:

- [Description of breach, e.g., failure to meet deadlines, lack of communication, or failure to perform agreed-upon tasks].

Due to this material breach, I am terminating our attorney-client relationship effective immediately. Please cease all work on my behalf.

I request that you perform the following actions by [Insert Date]:

1. Provide a complete copy of my client file, including all correspondence, pleadings, and discovery documents.
2. Provide a final itemized statement of accounts.
3. Refund any unearned retainers or advanced fees currently held in your trust account.

Please provide written confirmation of the receipt of this letter and the status of my file transfer. I reserve all rights to pursue further legal remedies regarding this breach.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]