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

[Date]

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

RE: Notice of Termination of Attorney-Client Relationship
Matter: [Case Name/Reference Number]

Dear [Client Name],

This letter serves as formal notification that our attorney-client relationship is being terminated, effective [Date]. As of this date, [I/this firm] will no longer represent you in regarding [Description of Legal Matter].

The reason for this termination is [State reason, e.g., completion of services, withdrawal, or non-payment].

Regarding your file and pending matters:

- **Status:** [Describe current status and any upcoming deadlines].
- **Client File:** Your original documents are [enclosed/available for pickup]. We will retain a copy of your file for our records in accordance with our retention policy.
- **Funds:** [Detail any refund of unearned fees or status of the trust account].

Please be advised that there are critical deadlines associated with your case. You should seek new legal counsel immediately to ensure your rights are protected. [List specific upcoming dates if applicable].

We thank you for the opportunity to have served you. Please sign the enclosed copy of this letter to acknowledge receipt of this notice and the return of your file.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Receipt

I, [Client Name], acknowledge receipt of this Notice of Termination and my case files.

Signature: _____ Date: _____