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

[Date]

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

RE: Notice of Termination of Legal Retainer Agreement

Dear [Attorney Name],

Please be advised that I am formally terminating our legal retainer agreement and your representation of me in relation to [Case Name/Matter Number], effective as of [Date].

I request that you cease all work on my behalf immediately. Please provide a final itemized statement of services rendered and costs incurred up to this date. If there is a remaining balance from my initial retainer deposit after these final costs are deducted, please issue a refund check for that amount within [Number] days.

Furthermore, I request that you prepare my complete client file for pickup or delivery. This should include all pleadings, correspondence, research, and evidence. Please notify me when these files are ready so that [I can collect them / you can forward them to my new counsel at the following address: Name/Address].

Thank you for your assistance to date. Please confirm receipt of this letter and the transition of my file.

Sincerely,

[Your Signature]

[Your Printed Name]