[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Co-Counsel Name]
[Co-Counsel Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Notice of Termination of Co-Counsel Arrangement
Matter: [Case Name/Client Name]
Matter Number: [Reference Number]

Dear [Co-Counsel Last Name],

This letter serves as formal notice that our co-counsel arrangement regarding the above-referenced matter is terminated, effective [Effective Date].

Pursuant to this termination, please take the following actions:

- Cease all work on this matter as of the effective date.
- Provide a final accounting and invoice for all outstanding fees and costs incurred up to the termination date.
- Transfer all original client files, documents, and evidence currently in your possession to our office by [Date].
- File the necessary withdrawal of counsel notices with the court and notify opposing counsel where applicable.

The client has been informed of this change in legal representation. We thank you for your contributions to the case thus far.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

cc: [Client Name]