[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 LEGAL SERVICES

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in the matter of [Case Name/Matter Description], effective [Number of Days] days from the date of this letter.

This action is being taken due to your failure to pay outstanding legal fees and expenses as required by our signed Engagement Agreement dated [Date]. As of today, your total overdue balance is $[Amount]. Despite previous requests for payment sent on [Dates of previous reminders], this balance remains unpaid.

During the notice period, we will take only those steps necessary to protect your immediate interests. However, we will not perform further substantive legal work until the account is settled. If you do not retain new counsel by [Date], you may be required to represent yourself.

Regarding your file, we will make it available for pickup or transfer to your new counsel once the transition process is finalized, subject to local bar association rules regarding client files and outstanding liens.

If there are pending court deadlines, please be aware of the following: [List upcoming dates/deadlines]. We strongly recommend that you secure new legal representation immediately to avoid missing these deadlines.

If you pay the full outstanding balance by [Date], we may consider rescinding this notice and continuing our representation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title]