[Date]

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

RE: Notice of Termination of Pro Bono Representation

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name/Attorney Name] is terminating its pro bono legal representation of you in the matter of [Case Name/Matter Description], effective [Effective Date].

Our representation is being concluded because [Reason for Termination, e.g., the completion of the specific legal task / a conflict of interest / inability to maintain contact].

Regarding your file and upcoming deadlines:

- **Pending Deadlines:** [List any immediate deadlines or "There are no immediate deadlines known at this time"].
- **File Retention:** You may collect your original file from our office. If you wish to have it mailed, please provide a current address. We will retain a copy of the file for our records for [Number] years.
- **Next Steps:** We recommend that you seek alternative legal counsel immediately to ensure your interests remain protected.

As this was a pro bono engagement, there are no outstanding legal fees; however, [mention any outstanding court costs or third-party expenses if applicable].

We wish you the best in your future endeavors.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]