

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

[Date]

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

**Re: Notice of Withdrawal as Counsel and Assertion of Attorney's Lien**

Dear [Client Name],

Please be advised that [Law Firm Name] is withdrawing as your legal counsel in the matter of [Case Name/Matter Description], effective [Date or Immediately].

The reasons for this withdrawal are [Briefly State Reason, e.g., irreconcilable differences / non-payment of fees / as previously discussed]. We will file the necessary motions or notices with the [Name of Court] to formalize this withdrawal from the record.

Pursuant to [State Statute/Common Law], please take notice that [Law Firm Name] hereby asserts an attorney's charging lien and/or retaining lien against any and all proceeds, settlements, judgments, or recoveries obtained in connection with this matter. This lien is asserted to secure the payment of outstanding legal fees and costs in the amount of \$[Amount owed].

We will cooperate with your successor counsel to ensure an orderly transition of your file. However, please be aware that our firm maintains an interest in the outcome of this case to the extent of our unpaid services and disbursements.

You are encouraged to seek new legal representation immediately to ensure that your legal rights are protected and that no deadlines are missed.

Sincerely,

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

cc: [Opposing Counsel Name]  
[Insurance Carrier, if applicable]