

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Intent to Withdraw as Legal Counsel

Dear [Client Name],

Please be advised that [I am/this firm is] withdrawing from our representation of you in the matter of [Case Name/Matter Description].

This decision is a result of your failure to communicate with our office. Despite our repeated attempts to reach you via [phone/email/mail] on [dates of attempts], we have not received the necessary instructions or information required to proceed with your case. Your lack of cooperation has rendered it unreasonably difficult to carry out our representation effectively.

Important Deadlines:

Please be aware of the following upcoming dates regarding your case:

[List any court dates, filing deadlines, or statutes of limitations here].

Failure to take action by these dates may result in the loss of your legal rights or the dismissal of your case. We strongly urge you to retain new legal counsel immediately to ensure your interests are protected.

We will cooperate with your new attorney to transfer your file. Please provide us with written authorization and the contact information for your new counsel. Your original documents are available for pickup at our office or can be mailed to you upon request.

[Optional: We will be filing a motion with the court to formally withdraw as counsel of record on [Date].]

Sincerely,

[Your Signature]

[Your Printed Name]