

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Company/Firm Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF RESCISSION OF RETAINER AGREEMENT

Dear [Recipient Name],

I am writing to formally notify you that I am rescinding the Retainer Agreement signed on [Date Agreement was Signed] regarding [Brief Description of Legal Matter/Case Number].

This rescission is being exercised pursuant to [cite specific clause in contract or specific state/federal law, e.g., the "Right of Rescission" or "Cooling-off Period"] which allows for cancellation within [Number] days of execution.

Accordingly, I request the following:

- Immediate cessation of all work related to this matter.
- A full refund of the retainer deposit in the amount of \$[Amount] paid on [Date].
- The return of all original documents and files provided to your office.
- A final itemized statement showing a zero balance.

Please confirm receipt of this notice in writing and provide a timeline for the processing of my refund and the return of my files.

Sincerely,

[Signature]

[Your Printed Name]