

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Withdrawal as Counsel - [Case Name/Matter Number]

Dear [Client Name],

Please be advised that [Law Firm Name] is withdrawing as your legal counsel regarding [Case Name/Matter Number], effective [Number] days from the date of this letter.

This decision is based on the significant unpaid balance on your account, which remains outstanding despite our previous requests for payment. Pursuant to our engagement agreement and the Rules of Professional Conduct, an attorney may withdraw from representation when a client fails to fulfill a financial obligation regarding the attorney's services.

There are upcoming deadlines in your case, specifically [List Urgent Dates/Hearings]. It is imperative that you retain new legal counsel immediately to ensure your interests are protected. We will cooperate with your new attorney to facilitate the transfer of your file.

You may pick up your original case files at our office, or we can forward them to your new counsel upon receipt of written authorization. Please note that our withdrawal does not relieve you of the obligation to pay the outstanding balance of \$[Amount] currently owed for services rendered to date.

We will file the necessary Motion to Withdraw with the [Name of Court] on [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name]