

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

[Date]

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

RE: Notice of Suspension of Legal Services and Termination of Representation

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] is suspending all legal services and moving to formally disengage from our legal representation of you, effective [Date].

The decision to terminate this relationship is based on [Reason: e.g., non-payment of outstanding invoices / failure to cooperate / a conflict of interest / completion of the matter]. Specifically, [Optional detailed explanation].

As of the effective date mentioned above, we will no longer act as your legal counsel or perform any further work on your behalf regarding [Case Name/Reference Number].

Pending Deadlines and Immediate Actions:

Please be advised of the following upcoming deadlines related to your case:

- [Deadline 1: Date and Description]
- [Deadline 2: Date and Description]

Failure to address these matters promptly may result in the loss of your legal rights. We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected.

File Retention and Transfer:

Your original file is available for pickup at our office. Alternatively, we can forward your file to you or your new legal counsel upon receipt of a written request and signed authorization. We will maintain a copy of your records in accordance with our firm's document retention policy.

Final Billing:

Enclosed is our final invoice for services rendered through [Date]. Please ensure that the outstanding balance of [Amount] is settled by [Due Date].

We wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]