

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

[Date]

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

Re: Notice of Motion to Withdraw as Counsel

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Client Name],

Please be advised that [Law Firm Name] and the undersigned attorney will be filing a motion with the [Court Name] to officially withdraw as your legal counsel in the above-referenced matter.

This decision has been made due to [Brief Reason: e.g., irreconcilable differences / non-payment of fees / professional considerations].

The hearing for this motion is currently scheduled as follows:

- Date: [Date of Hearing]
- Time: [Time of Hearing]
- Location: [Courtroom Number/Address]

You have the right to attend this hearing and object to the motion if you wish. Please be aware that there are upcoming deadlines in your case, specifically [List Upcoming Deadlines]. It is highly recommended that you secure new legal representation immediately to protect your interests and ensure these deadlines are met.

Upon the court granting the motion, we will provide you or your new attorney with a copy of your complete file. Please inform us where you would like these documents delivered.

Sincerely,

[Signature]

[Attorney Name]  
[Law Firm Name]