

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

[Date]

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

RE: Notice of Termination of Legal Representation

Dear [Client Name],

This letter serves as formal notice that [Law Firm Name] is terminating its legal representation of you in the matter of [Case Name/Matter Description], effective as of [Date].

This decision has been made because we have been unable to contact you despite numerous attempts via [phone, email, and mail] dated [Dates of previous attempts]. Our engagement agreement requires your active cooperation and communication to effectively handle your case. Because we have not received instructions from you, we can no longer represent your interests.

Important Deadlines:

Please be advised that your case may be subject to upcoming deadlines, including [List any pending court dates or statutes of limitations]. Failure to take immediate action may result in the loss of your legal rights or the dismissal of your case.

Case File:

We have enclosed [or are holding for pickup] your original documents and case file. We recommend that you retain new legal counsel immediately. If you choose to hire a new attorney, please have them contact us so that we may facilitate the transfer of your files.

Next Steps:

[If applicable: We will be filing a Motion to Withdraw as Counsel with the court on [Date].]

We regret that we are unable to continue our representation. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]
[Law Firm Name]