

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Attorney/Law Firm Name: [Insert Firm Name]

Address: [Insert Firm Address]

Re: Mutual Agreement to Terminate Legal Representation

Dear [Insert Name],

This letter serves as a formal agreement between **[Insert Client Name]** (the "Client") and **[Insert Attorney/Firm Name]** (the "Attorney") to mutually terminate the legal representation agreement dated **[Insert Original Start Date]** regarding **[Insert Case Name/Matter Description]**.

By signing this document, both parties agree to the following terms:

- The professional relationship between the Client and the Attorney will conclude effective **[Insert Effective Date]**.
- The Attorney will cease all work on the matter as of the effective date.
- The Attorney will provide the Client with a complete copy of the case file and any original documents within [Insert Number] days.
- The Client agrees to pay any outstanding fees and expenses incurred up to the date of termination, totaling **[\$Insert Amount]**.
- The Attorney will refund any unearned portion of the retainer, totaling **[\$Insert Amount]**, to the Client by [Insert Date].
- Both parties release each other from further obligations under the original representation agreement, except for the Attorney's ongoing duty of confidentiality.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Insert Attorney Name]

For [Insert Firm Name]

ACKNOWLEDGED AND AGREED:

[Insert Client Name]

Date: _____