

[Date]

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

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

**Re: Mutual Termination of Legal Representation**

Dear [Name],

This letter serves to formally confirm the mutual agreement between [Law Firm Name] and [Client Name] to terminate the attorney-client relationship, effective as of [Date].

Both parties agree that the legal representation regarding [Description of Legal Matter/Case Number] shall conclude on this date. It is understood that:

- The Attorney will cease all legal work on behalf of the Client immediately.
- The Attorney has provided the Client with a status update on all pending deadlines and requirements.
- The Client acknowledges receipt of their complete case file and all original documents.
- Any outstanding fees or expenses owed to the Attorney shall be settled by [Date/Method].
- Any unearned retainer fees currently held in trust will be refunded to the Client.

By signing below, both the Attorney and the Client acknowledge that this termination is mutual and that neither party has any further obligations to the other, except for the continued duty of confidentiality owed by the Attorney to the Client as required by law.

Sincerely,

\_\_\_\_\_  
[Attorney Signature]  
[Date]

**Acknowledged and Agreed:**

\_\_\_\_\_  
[Client Signature]  
[Date]