

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, Zip Code]

RE: Notice of Mutual Termination of Legal Representation
Matter: [Case Name or Internal Reference Number]

Dear [Client Name],

This letter serves to formally confirm that [Law Firm Name] and [Client Name] have mutually agreed to terminate the attorney-client relationship regarding the above-referenced matter, effective as of [Date].

Status of Matter:

As of this date, the status of your legal matter is as follows: [Briefly describe current status/upcoming deadlines].

File Transfer:

We have prepared your original file for transfer. Please advise whether you wish to pick up the file in person, have it sent to your residence, or transferred to successor counsel. We will retain a copy of the file for our internal records in accordance with our retention policy.

Final Accounting:

Enclosed is a final statement of account. [Select one: Any unused portion of your retainer is enclosed / Please remit the final balance of \$ _____ by Date].

Acknowledgment:

By signing below, both parties acknowledge that the representation has ended by mutual consent and that the firm has no further obligation to perform legal services or monitor deadlines related to this matter.

We thank you for the opportunity to have represented you.

Sincerely,

[Attorney Name]
[Law Firm Name]

ACKNOWLEDGED AND AGREED:

[Client Name]

Date: _____