

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Law Firm/Attorney Name: [Insert Attorney Name]

Firm Address: [Insert Firm Address]

RE: Mutual Agreement to Terminate Legal Representation

Dear [Insert Name],

This letter serves as a formal mutual agreement between **[Insert Law Firm Name]** ("Counsel") and **[Insert Client Name]** ("Client") to terminate the legal representation and the Retainer Agreement dated **[Insert Original Agreement Date]** regarding **[Insert Matter/Case Name or Number]**.

Both parties hereby agree to the following terms of termination:

- **Effective Date:** The legal representation shall conclude effective as of [Insert Termination Date].
- **Final Billing:** Counsel shall provide a final itemized invoice for services rendered up to the effective date. Client agrees to settle any outstanding balances within [Insert Number] days.
- **Refund of Retainer:** Any unearned portion of the retainer fee currently held in the trust account shall be returned to the Client within [Insert Number] days.
- **File Transfer:** Counsel agrees to provide the Client or the Client's newly designated counsel with the complete case file and all relevant documents upon request.
- **Withdrawal of Counsel:** Counsel will file any necessary motions or notices of withdrawal with the court or relevant administrative bodies immediately.
- **Release of Claims:** Both parties agree that this termination is amicable and mutual. [Optional: Both parties release each other from further obligations or claims arising from the representation].

By signing below, both parties acknowledge that they have read, understood, and voluntarily agreed to the terms of this termination.

Sincerely,

[Insert Attorney Name/Signature]

For [Insert Law Firm Name]

[Insert Client Name/Signature]

Date: _____