

[Date]

[Law Firm Name]

[Attorney Name]

[Address]

[City, State, Zip Code]

**RE: Joint Termination of Legal Services Agreement**

Dear [Attorney Name],

This letter serves as formal notice that [Client Name 1] and [Client Name 2] (collectively, "the Clients") have mutually decided to terminate the legal services agreement with [Law Firm Name] regarding [Description of Matter/Case Number], effective as of [Date].

We request that you cease all work on this matter immediately. Please provide a final itemized invoice for any outstanding services rendered up to the date of this notice.

Furthermore, please arrange for the return of our complete client file, including all original documents, evidence, and work product, to the following address: [Forwarding Address]. We also request the refund of any unearned retainers currently held in your trust account.

Thank you for your assistance to date.

Sincerely,

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[Client Name 1 Signature]

[Date]

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[Client Name 2 Signature]

[Date]