

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Bar Number]

[Date]

Clerk of the Court
[Name of Court]
[Court Address]
[City, State, Zip Code]

RE: Notice of Retirement and Withdrawal of Counsel

Case Name: [Case Name]

Case Number: [Case Number]

To the Clerk of the Court and all Parties of Record:

Please be advised that I, [Attorney Name], will be retiring from the practice of law effective [Date of Retirement]. Consequently, I am formally notifying the Court of my withdrawal as counsel of record for [Client Name] in the above-referenced matter.

Substitute counsel [has/has not] been designated at this time. All future notices, pleadings, and correspondence regarding this case should be directed to:

[New Attorney Name or "The Client Pro Se"]
[Address]
[City, State, Zip Code]
[Phone Number]

I have notified my client of this withdrawal and have provided them with all necessary files and information regarding upcoming deadlines to ensure no prejudice occurs as a result of my retirement.

A proposed Order of Withdrawal is attached herewith for the Court's consideration.

Respectfully submitted,

[Signature]

[Attorney Name]

cc: [Client Name]
[Opposing Counsel Name]