

[Your Name/Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Termination of Professional Relationship

Dear [Client Name],

Please be advised that [Your Name/Firm Name] is terminating its professional relationship with you and will no longer be providing services effective [Date].

This decision has been made due to conduct that we have determined to be inconsistent with our ethical standards and professional requirements. Specifically, our engagement is being terminated because of [briefly mention category, e.g., failure to provide truthful information / requests to engage in prohibited activities]. These actions have resulted in an irreconcilable conflict that prevents us from continuing our representation.

Regarding your file:

- We will cease all work on your behalf as of [Date].
- Original documents belonging to you are [enclosed/available for pickup].
- A final invoice for services rendered through the date of termination is attached.

Please be aware that there may be upcoming deadlines or statutes of limitation applicable to your matter. We strongly recommend that you retain new counsel immediately to ensure your interests are protected. We will cooperate with your new representative to facilitate the transfer of files upon receipt of a signed authorization.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]