

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Termination of Professional Relationship

Dear [Client Name],

I am writing to formally notify you that [Firm Name] will no longer be able to represent you or provide further services regarding [Subject Matter/Project Name], effective as of [Date].

This decision has been made because we have requested certain material facts and information necessary to complete our work, and you have declined to provide them. As previously discussed, our ability to provide competent and ethical services is dependent upon the full disclosure of all relevant facts. Without the information requested, we cannot fulfill our professional obligations or accurately complete your file.

Next Steps:

- Effective immediately, we have ceased all work on your behalf.
- We recommend that you seek new professional counsel immediately to ensure your interests are protected and to meet any upcoming deadlines.
- Your file and any original documents provided to us are available for pickup at our office or can be forwarded to your new representative upon receipt of written authorization.

Please note that there may be important legal or regulatory deadlines approaching. We strongly urge you to act quickly in securing new representation to avoid any lapse in coverage or missed filings.

A final invoice for services rendered through [Date] is enclosed. Please remit payment by [Due Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]