

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Withdrawal of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is withdrawing from its representation of you in connection with [Matter Name/Case Number], effective [Date].

This withdrawal is necessary because your recent instructions involve actions that would require this firm to violate the Rules of Professional Conduct. Specifically, we cannot fulfill your request to [Briefly describe conflict, e.g., present evidence known to be false / engage in conduct that is fraudulent or illegal]. As legal counsel, we are bound by ethical obligations that prohibit us from following such instructions.

Because this matter is currently [pending in court / under active negotiation], we will [file a motion to withdraw with the court / notify opposing counsel of our withdrawal]. We recommend that you secure new legal counsel immediately to protect your interests and meet any upcoming deadlines, such as [List imminent deadlines if any].

We will cooperate with your new counsel to transfer your file. Please provide us with written authorization and the contact information for your new attorney. We have enclosed a copy of [List important documents] for your immediate records.

Regarding your account, our final invoice for services rendered through the date of withdrawal is attached. Any remaining balance in your trust account will be refunded to you separately after all outstanding costs are settled.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]