

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

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

RE: Notice of Termination of Legal Representation

Dear [Client Name],

Please be advised that [Your Name/Law Firm Name] is terminating its legal representation of you in regarding [Case Name/Matter Description], effective immediately.

This decision has been made because you have requested that this firm engage in conduct that violates the Rules of Professional Conduct and our ethical obligations as officers of the court. Specifically, we cannot fulfill your requests to [Briefly describe the unethical request, e.g., file documents known to be false / engage in prohibited communications]. As previously discussed, our professional standards prohibit us from taking such actions.

To protect your interests, we recommend that you secure new legal counsel as soon as possible. Please note the following upcoming deadlines and court dates: [List Dates/Deadlines or state "None"]. Failure to meet these deadlines may result in the loss of your legal rights.

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 [List any documents being returned, e.g., original evidence/client property].

We will file the necessary motions with the court to withdraw as your counsel of record. [If applicable: Our final invoice for services rendered to date is attached.]

Sincerely,

[Your Signature]
[Your Printed Name]