

[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Notice of Withdrawal of Representation

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is withdrawing from its representation of you in the matter of [Case Name/Matter Number], effective [immediately or as of a specific date].

This withdrawal is necessary because a conflict has arisen that makes our continued representation of you untenable under the Rules of Professional Conduct. Specifically, information has come to our attention regarding the truthfulness of testimony or evidence provided in this matter. As we have discussed, we cannot participate in or present evidence that we know to be false.

Because these circumstances involve a fundamental disagreement regarding the legal and ethical obligations of this firm, we can no longer advocate on your behalf. We recommend that you secure new legal counsel immediately to protect your interests and observe all upcoming court deadlines.

Regarding your file, we will cooperate with your new counsel to ensure a smooth transition. You may collect your original documents by contacting [Name/Department] at [Phone Number]. We will retain a copy of the file in accordance with our firm's retention policy.

Please be advised of the following upcoming dates/deadlines in your case:

[List Deadline 1]
[List Deadline 2]

A motion to withdraw will be filed with the court on [Date, if applicable]. If you have questions regarding the return of any unearned retainers, please contact our billing department.

Sincerely,

[Attorney Name]
[Law Firm Name]