

[Date]

[Client Name]

[Client Last Known Address]

[City, State, Zip Code]

RE: Notice of Termination of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in connection with [Case Name/Matter Number], effective as of the date of this letter.

This decision has been made due to a loss of contact. Our records indicate that our last successful communication with you was on [Date of Last Contact]. Since that time, we have attempted to reach you via [phone/email/mail] on several occasions, specifically on [Dates of attempts], with no response. As we cannot effectively represent your interests without your cooperation and instructions, we are unable to continue our attorney-client relationship.

Regarding your case status:

- Current Status: [Briefly describe current stage]
- Upcoming Deadlines: [List any immediate statutes of limitations or court dates]

You should seek new legal counsel immediately to ensure your rights are protected. We will cooperate with your new attorney to transition your file. Your original documents are [available for pickup / enclosed / being held in storage] and will be handled according to our document retention policy.

Please contact us immediately at [Phone Number] if you wish to discuss this matter or to provide us with the contact information for your new legal representative.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]