

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

[Date]

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

RE: Notice of Termination of Legal Representation  
Matter: [Case Name or Description]  
File No.: [File Number]

Dear [Client Name],

We are writing to inform you that [Law Firm Name] is terminating its legal representation of you in the above-referenced matter, effective immediately.

This decision is a result of your failure to communicate with our office. Specifically, we have attempted to contact you on [List Dates/Methods of Contact] without a response. As stated in our engagement agreement, your cooperation and active participation are necessary for us to effectively represent your interests.

Because we have not heard from you, we can no longer proceed with your case. You should immediately seek new legal counsel to ensure that your rights are protected and that no deadlines are missed.

Regarding your file:

- We will hold your original documents for [Number] days. Please contact us to arrange for their pickup.
- [Optional: Information regarding any pending court dates or statutes of limitations].
- [Optional: Information regarding final billing or refund of unearned retainer].

We will file any necessary motions with the court to formally withdraw as your counsel of record. Please provide us with the name of your new attorney as soon as possible so we may coordinate the transfer of your file.

Sincerely,

[Attorney Signature]

[Attorney Name]  
[Law Firm Name]