

[Date]

[Client Name]

[Client 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 regards to [Matter Name/Case Number], effective as of the date of this letter.

This decision has been made because we have been unable to contact you despite numerous attempts via [phone/email/mail] on [List Dates of Attempts]. As outlined in our initial agreement, maintaining consistent communication is a requirement for our continued representation. Without your instructions and input, we can no longer effectively move forward with your case.

Important Deadlines:

Please be aware that your case may be subject to certain statutes of limitations or court deadlines. Specifically, [List Any Immediate Deadlines]. Failure to take action by these dates may result in the loss of your legal rights.

File Retrieval:

Your original file is available for pickup at our office. If you wish to have the file transferred to new counsel, please provide a written authorization. We will retain a copy of the file for our records.

We recommend that you seek new legal counsel immediately to ensure your interests are protected.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]