

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Legal Services - [Case Name/Matter Number]

Dear [Client Name],

Please be advised that [Law Firm Name] will no longer be representing you in the above-referenced matter, effective [Date].

This decision stems from irreconcilable differences regarding the strategy and direction of your case. Despite our recent discussions, it has become clear that we cannot reach a mutual agreement on how to proceed. As an effective attorney-client relationship requires a common vision and mutual trust, we believe it is in your best interest to seek new legal counsel who may better align with your preferred strategy.

Regarding your case status:

- The next scheduled deadline or court appearance is: [Date].
- Action required by you: [Brief description of immediate steps].

We will cooperate fully with your new counsel to ensure a smooth transition of your file. Your original documents are available for pickup at our office, or we can forward them to your new attorney upon receipt of a signed authorization form.

Please note that our final invoice for services rendered through [Date] is attached. We request payment of the remaining balance by [Date].

We suggest you retain new counsel immediately to ensure your legal rights are protected and no deadlines are missed.

Sincerely,

[Attorney Name]

[Law Firm Name]