

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Termination of Legal Representation - [Case Name/Matter Number]

Dear [Attorney Name],

Please be advised that I am formally terminating your legal representation and the services of [Law Firm Name], effective immediately.

This decision stems from a fundamental disagreement regarding the legal strategy and direction of my case. I believe it is in my best interest to seek new counsel whose approach is more aligned with my goals and objectives for this matter.

I request that you cease all work on my file immediately. Please provide a final itemized statement of accounts, including any remaining balance or refund of unearned retainers, within [Number] days.

Furthermore, please prepare my complete client file for transfer. I will contact your office shortly to arrange for the pickup of these documents or to provide instructions on where to forward them to my new legal representative.

Thank you for your time and the services you have provided to date.

Sincerely,

[Your Signature]

[Your Printed Name]