

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

[Date]

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

Re: Notice of Withdrawal of Representation - [Case Name/Matter Number]

Dear [Client Name],

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

This decision is based on a fundamental disagreement regarding the litigation strategy for your case. Despite our discussions, we have reached an impasse that prevents us from effectively pursuing this matter on your behalf. Under the ethical rules governing our profession, we must withdraw when a conflict regarding the handling of the case arises that cannot be resolved.

Please be aware of the following important information regarding your case:

- **Upcoming Deadlines:** Your next court appearance is scheduled for [Date]. The deadline to file [Document Name] is [Date]. It is critical that you retain new counsel immediately to ensure these deadlines are met.
- **Case File:** We have enclosed a copy of your file. Alternatively, you may pick up your original file at our office, or we can forward it to your new attorney upon receipt of a signed authorization.
- **Transition:** We will cooperate with your new counsel to ensure an orderly transition of the file.

We will file the necessary Motion to Withdraw with the court on [Date]. You may receive a notice from the court regarding this filing.

We recommend that you secure new legal representation as soon as possible to protect your legal rights.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]