

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

[Date]

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

RE: Notice of Withdrawal as Counsel - [Case Name/Matter Number]

Dear [Client Name],

Please be advised that [Law Firm Name] and I are withdrawing from our representation of you in the above-referenced matter, effective [Date or "immediately"].

This decision is based on a fundamental disagreement regarding the legal strategies and objectives required to pursue this case. Specifically, we have reached an impasse concerning [Briefly mention the nature of the conflict, e.g., the approach to discovery / settlement negotiations / trial tactics]. Because we are unable to align our professional judgment with your preferred course of action, we can no longer effectively represent your interests.

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

- **Upcoming Deadlines:** Your next scheduled court appearance is on [Date]. The deadline for [Specific Filing] is [Date].
- **File Transfer:** Your complete client file is available for pickup at our office, or we can forward it to your new counsel upon receipt of a signed authorization.
- **New Counsel:** We strongly recommend that you retain new legal counsel immediately to ensure your rights are protected and all deadlines are met.

We will file the necessary Motion to Withdraw with the court on [Date]. We will cooperate with your new attorney to ensure a smooth transition of your file.

Sincerely,

[Attorney Signature]

[Typed Attorney Name]