

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

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

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

Dear [Client Name],

Please be advised that [Law Firm Name] will no longer be representing you in connection with [Case/Matter Description], effective [Date].

This decision follows our recent discussions regarding the direction of your case. It has become clear that we have a fundamental disagreement regarding the legal strategy and the best course of action to pursue. Because we are unable to reach a consensus on how to proceed, our professional relationship is no longer viable.

Please note the following important deadlines and upcoming dates in your matter:

1. [Deadline/Date 1]
2. [Deadline/Date 2]

We strongly recommend that you secure new legal counsel immediately to ensure your interests are protected and these deadlines are met. We will cooperate fully with your new attorney to transfer your files. Please provide us with written authorization and the name of your new counsel so we may facilitate this transfer.

Regarding your file, [choose one: we have enclosed your original documents / we are holding your file and it is available for pickup].

We will file the necessary motions with the court to formally withdraw as your counsel of record. We wish you the best in the resolution of this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Law Firm Name]