

[Date]

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

RE: Notice of Termination of Legal Representation

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is terminating its legal representation of you in regarding [Description of Matter/Case Number], effective as of [Date].

As we have discussed on [Dates of Discussions], we have reached a point where we are unable to agree on the fundamental strategy and handling of your case. Specifically, you have chosen not to follow the legal advice and counsel provided regarding [Briefly Mention Incident/Decision]. Because we cannot reach a consensus on how to proceed, an irreconcilable conflict has arisen that prevents us from effectively representing your interests.

Status of Your Case:

Please be advised of the following upcoming deadlines and requirements:

- [Deadline 1]
- [Deadline 2]

Failure to take action by these dates may result in the loss of your legal rights. We strongly urge you to retain new legal counsel immediately to ensure these deadlines are met.

File Transfer:

Your original file is available for pickup at our office. Alternatively, upon your written authorization, we can forward your file to your new attorney. We will retain a copy of the file for our records.

Final Accounting:

Enclosed is a final statement for services rendered through [Date]. [Mention if there is a refund of retainer or an outstanding balance].

We will file the necessary "Motion to Withdraw as Counsel" with the court on [Date]. We wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]
[Attorney Name]
[Law Firm Name]