

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

Please be advised that [Law Firm Name] will withdraw as your legal counsel for the above-referenced matter, effective [Date or "immediately"].

This decision follows our recent discussions regarding the strategy and direction of your case. As we have reached an irreconcilable disagreement regarding the fundamental objectives and the legal tactics to be employed, professional ethical standards require that we terminate the attorney-client relationship.

Immediate Deadlines:

Please be aware of the following upcoming dates in your case:

- [Deadline/Hearing Date 1]
- [Deadline/Hearing Date 2]

Failure to take action by these dates may result in the loss of your legal rights.

Transfer of File:

We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected. We are prepared to transfer your client file to your new attorney once we receive a signed authorization form. Alternatively, you may collect your physical files from our office.

Status of Fees:

A final invoice for services rendered through the date of withdrawal is attached. [Include details regarding the refund of any unearned retainers if applicable].

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

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]