

[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 Services - Exhaustion of Funds

Dear [Client Name],

I am writing to formally notify you that [Law Firm Name] will no longer be able to represent you in the matter of [Case Name/Number], effective [Date].

As per our initial Engagement Agreement dated [Date], our continued representation is contingent upon the availability of funds to cover legal fees and disbursements. According to our records, the retainer funds previously provided have been exhausted, and an outstanding balance of \$[Amount] remains unpaid.

Despite our previous communications regarding the status of your account, we have not received the necessary replenishment of funds to continue our services. Consequently, we must withdraw from your case to avoid further financial liability.

Next Steps:

- **File Transfer:** You are entitled to your original case file. Please let us know if you wish to pick it up or have it forwarded to a new legal representative.
- **Upcoming Deadlines:** Please be advised that the following deadlines are approaching: [List Date and Task]. It is imperative that you secure new counsel or prepare to represent yourself before these dates.
- **Court Notification:** We will be filing a Motion to Withdraw as Counsel with the court on [Date].

We appreciate the opportunity to have assisted you thus far. Please contact our office by [Date] to coordinate the transfer of your files.

Sincerely,

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