

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

[Date]

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

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

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is withdrawing as your legal counsel for the above-referenced matter, effective [Date].

As previously discussed and outlined in our initial Engagement Agreement, our continued representation was contingent upon the maintenance of a sufficient retainer balance. Please be advised that your retainer fund has been exhausted. Our records show an outstanding balance of \$[Amount] for services rendered through [Date].

Because the retainer has not been replenished as requested on [Date of Previous Request], we are unable to continue providing legal services. We will file the necessary "Motion to Withdraw" with the court on [Date of Filing].

Please be aware of the following upcoming deadlines and court dates regarding your case:

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

It is imperative that you retain new legal counsel immediately to ensure your interests are protected. We are prepared to transfer your file to you or your new attorney once we receive written authorization.

Please contact our office by [Date] to arrange for the collection of your files and to discuss the settlement of your outstanding balance.

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]