

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Termination of Legal Services - Failure to Replenish Retainer

Dear [Client Name],

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

As outlined in our Initial Engagement Agreement dated [Date], you were required to maintain a minimum retainer balance of \$[Amount]. On [Date of First Request] and [Date of Second Request], we notified you that your account had fallen below this minimum and requested a replenishment of \$[Amount].

As of today, we have not received the required payment. Consequently, per the terms of our agreement, we can no longer continue our representation.

Regarding your case, please note the following upcoming deadlines and status updates:  
[List any immediate deadlines or "None"]

We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected. We will cooperate with your new attorney to transfer your file once we receive a signed authorization from you. We have enclosed a final invoice for services rendered through [Date].

Please acknowledge receipt of this letter. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]

[Law Firm Name]