

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Termination of Legal Services - Outstanding Balance

Dear [Client Name],

This letter is to formally notify you that [Law Firm Name] is terminating its legal representation of you, effective [Date], regarding [Case Name/Matter Number].

This decision has been made because your initial retainer has been fully exhausted, and there remains an outstanding balance of \$[Amount] on your account, which is now [Number] days past due. Per our signed Engagement Agreement, continued representation is contingent upon the timely payment of invoices and the maintenance of a positive retainer balance.

Status of Your Matter:

As of this date, the following deadlines or hearings are pending: [List upcoming dates or "None"]. We strongly advise you to retain new counsel immediately to ensure your interests are protected.

File Transfer:

Your original file is available for pickup at our office. Alternatively, we can forward it to you or your new attorney upon written request. Please note that we will retain a copy of the file for our records.

Final Invoice:

Attached is your final statement of account. Please remit the total balance of \$[Total Amount] by [Due Date] to avoid further collection actions.

We thank you for the opportunity to have served you. Please contact [Contact Person] at [Phone Number] if you have questions regarding the transition of your file.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]