

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Termination of Legal Representation - [Case Name/Matter Number]**

Dear [Client Name],

This letter serves as formal notice that [Your Name/Law Firm Name] will cease providing legal representation regarding [Case Name/Matter Number], effective [Date].

As outlined in our initial Engagement Agreement dated [Agreement Date], our continued representation is contingent upon the maintenance of sufficient funds in your client trust account. As of [Current Date], your account balance has been depleted, and the outstanding invoices totaling \$[Amount] remain unpaid despite our previous requests for replenishment on [Dates of previous requests].

Consequently, we are unable to perform further legal services on your behalf. Please be advised of the following upcoming deadlines and requirements regarding your case:

- [Deadline 1: e.g., Filing of Response due by Date]
- [Deadline 2: e.g., Scheduled Court Hearing on Date]

We strongly recommend that you retain new legal counsel immediately to ensure these deadlines are met and your interests are protected. We will cooperate with your new counsel to facilitate the transfer of your file.

If you are proceeding without an attorney, please provide us with the address where we should send your original file materials. We will retain a copy of the file for our records in accordance with professional regulations.

If you have any questions regarding this transition, please contact us immediately.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]