

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Withdrawal of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in relation to [Matter Name/Case Number], effective immediately.

This decision has been made due to ongoing and unacceptable conduct directed toward our firm's personnel. Despite previous [discussions/warnings] regarding professional conduct, the recent instances of hostile and abusive behavior have created an environment that makes it impossible for our staff to continue representing your interests effectively.

Under the Rules of Professional Conduct, a lawyer may withdraw from representation if a client renders it unreasonably difficult for the lawyer to carry out the representation effectively. Your behavior toward our staff has resulted in a breakdown of the attorney-client relationship.

Important Deadlines:

Please be aware of the following upcoming dates regarding your case: [List any pending court dates or filing deadlines]. It is imperative that you retain new legal counsel immediately to ensure your interests are protected and that these deadlines are met.

Transfer of Files:

We will cooperate with your new counsel to coordinate the transfer of your file. Please provide us with written authorization and the contact information for your new attorney. Your original documents are [available for pickup / being mailed to you via certified mail].

Final Accounting:

Enclosed is a final invoice for services rendered through this date. Any unused portion of your retainer will be refunded to you under separate cover within [Number] days.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]