

[Your Name/Law Firm Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Notice of Termination of Legal Representation**

Dear [Recipient Name],

Please be advised that [Your Name/Firm Name] is hereby terminating its legal representation of you, effective immediately. This decision follows recent communications from you that have been characterized by hostile, abusive, and unprofessional conduct toward our staff and legal team.

As previously outlined in our engagement agreement, a cooperative and respectful working relationship is a fundamental requirement for our continued services. The nature of your recent interactions has resulted in an irreconcilable breakdown of the attorney-client relationship, making it impossible for us to provide effective legal support.

Regarding your current legal matter: [Briefly Mention Case/Matter Name].

1. **Pending Deadlines:** [List any immediate deadlines or "There are no immediate court deadlines known at this time"].
2. **File Transfer:** Your original documents and case files are available for collection. Please notify us in writing of where you would like these files transferred.
3. **Successor Counsel:** We strongly recommend that you retain new legal counsel immediately to ensure your interests are protected. We will cooperate with your new representative to facilitate a smooth transition.

Henceforth, all further communication regarding this matter must be submitted in writing. We will no longer accept phone calls or in-person visits from you.

A final invoice for services rendered up to this date will be sent separately. Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]