

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Termination of Legal Representation - [Case Name/Matter Number]

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its attorney-client relationship with you, effective immediately. This decision follows recent incidents regarding your conduct toward our staff members.

Our firm maintains a strict policy requiring professional and respectful interactions. We have determined that your behavior has made it unreasonably difficult for our staff to carry out their duties and has resulted in an irreparable breakdown of the attorney-client relationship. Consequently, we can no longer represent you in [Matter Name].

Regarding your file and pending deadlines:

- **Pending Deadlines:** Your next scheduled [hearing/filing/deadline] is on [Date]. It is imperative that you retain new counsel immediately to ensure your interests are protected.
- **File Transfer:** Your complete client file is available for pickup at our office, or we can forward it to your new attorney upon receipt of a signed authorization.
- **Refund of Fees:** An accounting of your trust account is enclosed. A check for the remaining unearned balance of \$[Amount] is [enclosed/will be mailed separately].

We will file the necessary "Motion to Withdraw as Counsel" with the court shortly. You will receive a copy of that filing via mail.

We recommend that you secure new legal representation as soon as possible to avoid any prejudice to your legal matters.

Sincerely,

[Attorney Name]

[Law Firm Name]