

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Legal Representation

Dear [Client Name],

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

This decision has been made due to your conduct toward our legal team. On [Date(s)], you engaged in verbal abuse and unprofessional behavior, including [briefly describe behavior, e.g., use of profanity, threats, or insults]. Our firm maintains a policy of zero tolerance for harassment or abuse directed at our staff. This behavior has resulted in an irreconcilable breakdown of the attorney-client relationship, making it impossible for us to provide effective representation.

You should secure new legal counsel as soon as possible to ensure your interests are protected. Please note the following upcoming deadlines or hearings: [List dates or state "None"]. Failure to meet these deadlines may result in the loss of legal rights.

We will cooperate with your new counsel to transfer your file. Please provide us with written authorization and the name of your new attorney. We have enclosed [List any documents being returned now, or state "your original documents"].

We will file the necessary motions with the court to withdraw as counsel of record. We will send a final invoice for services rendered through this date under separate cover.

Sincerely,

[Attorney Name]

[Law Firm Name]