

[Your Name/Law Firm Name]
[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

Dear [Client Name],

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

This decision is a result of your failure to comply with discovery obligations. Despite our repeated requests on [Dates of Previous Requests], you have failed to provide the necessary documents, information, and responses required to move forward with your case. This non-compliance has made it impossible for us to effectively represent your interests and fulfill our professional obligations to the court.

Important Deadlines:

Please be aware that your case is subject to the following upcoming deadlines:

- [List Deadline 1]
- [List Deadline 2]

Failure to meet these deadlines may result in the dismissal of your case or other legal sanctions.

File Transfer:

We have enclosed your original documents with this letter. Your client file is available for pickup at our office, or we can forward it to your new counsel upon receipt of a signed authorization form.

We recommend that you secure new legal counsel immediately to ensure your rights are protected. We will file a Motion to Withdraw with the court on [Date] to formally conclude our involvement in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]