

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Notice of Intent to Withdraw as Counsel

Case Name: [Case Name]
Case Number: [Case Number]

Dear [Client Name],

Please be advised that [Law Firm Name] intends to withdraw as your legal counsel regarding the above-referenced matter. This decision is a direct result of your failure to comply with discovery obligations despite our multiple requests dated [List Dates of Previous Requests].

Specifically, you have failed to provide the following:

- [List missing documents or information]
- [List missed deadlines or appointments]

Your non-compliance has made it impossible for this firm to effectively represent your interests and has placed us in violation of court-ordered deadlines. Failure to provide discovery can result in severe sanctions by the court, including the dismissal of your case or a default judgment against you.

We will be filing a Motion to Withdraw with the court on [Date]. You are encouraged to seek new legal representation immediately to ensure your rights are protected. Once new counsel is retained, please notify us so we may coordinate the transfer of your file.

Please be aware of the following upcoming court deadlines:

- [Deadline/Hearing Date 1]
- [Deadline/Hearing Date 2]

Sincerely,

[Attorney Signature]

[Attorney Name]
[Law Firm Name]