

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF DISENGAGEMENT AND TERMINATION OF REPRESENTATION

Matter: [Case Name/Reference Number]

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in the above-referenced matter, effective [Date/Immediately].

This decision is the result of your ongoing failure to comply with discovery obligations. Specifically, despite our multiple requests dated [List Dates], you have failed to provide:

- [Specific Document/Information Item 1]
- [Specific Document/Information Item 2]
- [Specific Document/Information Item 3]

Your failure to provide these materials has made it impossible for this firm to effectively represent your interests and has resulted in [mention specific consequences, e.g., missed court deadlines, pending motions to compel, or sanctions].

Important Deadlines:

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

- [Deadline Date]: [Description of Task/Hearing]
- [Deadline Date]: [Description of Task/Hearing]

Failure to address these matters may result in the dismissal of your case or a default judgment against you.

We will file a Motion to Withdraw as Counsel with the court on [Date]. You are strongly encouraged to retain new legal counsel immediately to protect your rights. We will cooperate with your new attorney to transfer your file once we receive a signed authorization.

Your original file is available for pickup at our office until [Date], after which it will be handled according to our document retention policy.

Sincerely,

[Attorney Name]
[Law Firm Name]