

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Withdrawal of Representation - [Case Name/Matter Number]

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is terminating its legal representation of you in the above-referenced matter, effective [Date].

We are taking this action due to your continued failure to fulfill your discovery obligations. Despite our repeated requests on [Date of Request 1], [Date of Request 2], and [Date of Request 3], we have not received the necessary documents and information required to respond to the opposing party's discovery requests.

As we previously discussed, your failure to provide this information prevents us from effectively representing your interests and puts your case at risk of court-ordered sanctions, including the potential dismissal of your claims or a default judgment against you.

Please be advised of the following upcoming deadlines:

- [Deadline 1: e.g., Discovery Response Due Date]
- [Deadline 2: e.g., Scheduled Hearing Date]
- [Deadline 3: e.g., Statute of Limitations]

We strongly recommend that you retain new legal counsel immediately to ensure these deadlines are met. We will cooperate with your new attorney to transition your file. Your original documents are [available for pickup at our office / enclosed with this letter].

We will file the necessary motions with the court to formally withdraw as your counsel of record. Until the court grants our withdrawal, you remain responsible for any immediate court requirements.

An invoice for legal services rendered through this date is enclosed. Please ensure payment is made by [Date].

Sincerely,

[Your Name]

[Law Firm Name]