

[Attorney/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: NOTICE OF WITHDRAWAL AND TERMINATION OF REPRESENTATION**

Matter: [Case Name/Reference Number]

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is withdrawing as your legal counsel and terminating our attorney-client relationship, effective [Immediate/Date].

As we have discussed on multiple occasions, our ability to represent you effectively depends on your full cooperation and the timely provision of information. Specifically, you have failed to comply with discovery obligations despite several requests and warnings regarding court-mandated deadlines. Your continued non-compliance has made it unreasonably difficult for this firm to carry out our representation effectively and has compromised the integrity of your case.

**Action Required:**

- **New Counsel:** You are strongly advised to retain new legal counsel immediately to protect your interests.
- **Upcoming Deadlines:** Please be aware that your next court appearance is scheduled for [Date] and outstanding discovery responses are due by [Date]. Failure to meet these deadlines may result in court sanctions or the dismissal of your case.
- **File Transfer:** Your original file is available for pickup at our office. Alternatively, we can forward it to your new attorney upon receipt of a signed authorization.

We will file the necessary Motion to Withdraw with the court on [Date]. We will continue to handle essential ministerial tasks until the court grants the motion, but we will perform no further substantive legal work on your behalf.

Thank you for your attention to this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]