

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Withdrawal and Termination of Legal Representation

Dear [Client Name],

Please be advised that [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 direct result of your continued failure to comply with discovery obligations. Despite our repeated requests on [Dates of Previous Requests], you have failed to provide the necessary documents and information required to respond to [Opposing Party's Name]'s discovery requests. Your non-compliance has resulted in [mention specific consequences, e.g., court-ordered sanctions/missed deadlines/prejudice to the case].

Our ethical obligations and the rules of professional conduct prevent us from effectively representing your interests when there is a lack of cooperation regarding court-mandated discovery processes. Consequently, we can no longer act as your legal counsel.

Urgent Deadlines:

Please be aware that your case is ongoing. You are facing the following immediate deadlines:

- [Deadline 1: Date and Description]
- [Deadline 2: Date and Description]

Failure to meet these deadlines may result in the dismissal of your claims or a default judgment against you.

Next Steps:

We strongly recommend that you retain new legal counsel immediately. We will file a Motion to Withdraw with the court on [Date]. We will cooperate with your new attorney to ensure an orderly transition of your file.

Your original file is available for pickup at our office, or we can mail it to you upon written request. We will retain a copy of the file for our records in accordance with firm policy.

Please find enclosed an invoice for services rendered through the date of this letter. Any remaining balance in your trust account will be refunded to you shortly under separate cover.

Sincerely,

[Attorney Name]
[Law Firm Name]