

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Non-Compliance with Discovery Obligations and Termination of Legal Representation

Dear [Client Name],

This letter serves as formal notification that [Law Firm Name] is terminating its legal representation of you in the matter of [Case Name/Number], effective [Number] days from the date of this letter.

This decision has been made due to your continued failure to comply with discovery obligations. Despite our previous requests dated [Date of 1st Request], [Date of 2nd Request], and [Date of Final Warning], we have not received the following items:

- [List missing document or information 1]
- [List missing document or information 2]
- [List missing document or information 3]

Your failure to provide these materials and respond to discovery requests constitutes a breach of our engagement agreement and prevents us from effectively representing your interests. Furthermore, non-compliance with court-ordered discovery deadlines may result in severe legal sanctions against you, including the dismissal of your claims or a default judgment.

Immediate Actions Required:

- You should retain new legal counsel immediately to ensure your rights are protected.
- Your case file is available for pickup at our office, or we can forward it to your new attorney upon receipt of a signed authorization.
- Please note the upcoming court deadline on [Date] regarding [Specific Deadline].

We will file a Motion to Withdraw as Counsel with the court on [Date]. Until the court grants this motion, we will take only those steps necessary to avoid immediate prejudice to your case.

Please provide instructions on where to send your file by [Date].

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]