

[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Notice of Termination of Legal 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 connection with [Matter Name], effective [Date or "Immediately"].

This decision has been made due to your continued failure to comply with discovery obligations. Despite our repeated requests on [Date], [Date], and [Date], you have failed to provide the necessary documents and information required to respond to the opposing party's discovery requests. Your non-compliance has resulted in [mention consequences, e.g., court-ordered sanctions/missed deadlines] and has made it unreasonably difficult for this firm to carry out effective representation.

Please be advised of the following upcoming deadlines and requirements:

- [Deadline 1: e.g., Hearing Date]
- [Deadline 2: e.g., Outstanding Discovery Due Date]
- [Deadline 3: e.g., Trial Date]

Because your case is currently pending before the court, we will be filing a Motion to Withdraw as Counsel. You should secure new legal counsel immediately to protect your interests and ensure all future deadlines are met. Failure to respond to discovery may result in the dismissal of your case or a default judgment against you.

We will cooperate with your new counsel to transfer your file. You may pick up your original documents at our office, or we can forward them to your new representative upon receipt of a signed authorization.

Sincerely,

[Attorney Name]
[Law Firm Name]