

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of 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].

This decision has been made due to your continued failure to cooperate with the discovery process. Despite our multiple requests on [Dates of previous requests], we have not received the necessary documents and information required to respond to the opposing party's discovery demands. Your lack of cooperation makes it impossible for us to effectively represent your interests and fulfill our professional obligations to the court.

You should be aware of the following critical deadlines and pending items:

- [Deadline 1: e.g., Response to Interrogatories due by Date]
- [Deadline 2: e.g., Production of Documents due by Date]
- [Upcoming Court Dates or Hearings]

Failure to meet these deadlines may result in severe legal consequences, including monetary sanctions, the striking of your pleadings, or a default judgment being entered against you.

We strongly recommend that you retain new legal counsel immediately to protect your rights. We will cooperate with your new attorney to transfer your file. Your original file is available for pickup at our office, or we can mail it to you upon your written request.

We will file a Motion to Withdraw as Counsel with the court on [Date] to formally conclude our involvement in this case.

Sincerely,

[Your Signature]

[Your Printed Name]