

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: Notice of Termination of Legal Services and Demand for Discovery Compliance

Case Name: [Case Name/Reference Number]

Dear [Attorney Name],

Please be advised that I am formally terminating your legal representation and the services of [Law Firm Name], effective immediately, regarding the above-referenced matter.

This decision is based, in part, on your failure to comply with discovery obligations. Specifically, the following items remain outstanding despite previous requests and/or court-ordered deadlines:

- [List specific missing document/discovery item 1]
- [List specific missing document/discovery item 2]
- [List specific missing document/discovery item 3]

Your failure to provide these materials and meet these deadlines has significantly prejudiced my legal position. I demand that you immediately cease all work on my behalf, except for the necessary steps to facilitate an orderly transition of my file.

I further request that you provide me, or my new counsel, with my complete client file within [Number] business days. This file must include all discovery materials, correspondence, pleadings, and evidence currently in your possession.

Please provide a final itemized statement of accounts and a refund of any unearned retainers currently held in your trust account.

Please acknowledge receipt of this letter and confirm the date by which my files will be ready for pickup or transfer.

Sincerely,

[Your Signature]

[Your Printed Name]