

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Termination of Legal Services and Statute of Limitations Warning

Dear [Client Name],

Please be advised that [Law Firm Name] is formally terminating its legal representation of you regarding [Description of Legal Matter/Case] effective as of the date of this letter.

We will no longer be performing any legal work on your behalf, nor will we be appearing in court or filing documents regarding this matter. We suggest that you retain new legal counsel immediately to protect your interests.

IMPORTANT NOTICE REGARDING STATUTE OF LIMITATIONS:

You should be aware that there are strict deadlines, known as the Statute of Limitations, by which a lawsuit must be filed. If you fail to file a formal complaint in the proper court before the deadline expires, you will be legally barred from pursuing your claim forever.

Based on the information currently available, we believe the deadline for your claim may expire on or about **[Insert Date]**. Because deadlines can vary based on specific facts and legal theories, we strongly urge you to consult with another attorney immediately to confirm this date and ensure your rights are preserved.

Regarding your file, we have enclosed [all original documents / a copy of your file]. Alternatively, you may pick up your file at our office by [Date]. We will retain a copy of the file for our records in accordance with our data retention policy.

Thank you for the opportunity to have served you.

Sincerely,

[Attorney Name]

[Law Firm Name]