

[Attorney Name/Law Firm]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

RE: Notice of Withdrawal as Counsel  
Case Name: [Case Name/Caption]  
Case Number: [Court Case Number]

Dear [Client Name],

Please be advised that [Attorney Name/Law Firm] is withdrawing as your legal counsel in the above-referenced matter, effective [Date or "immediately"].

This withdrawal is based on [Reason for withdrawal, e.g., irreconcilable differences / non-payment of fees / completion of specific task], as permitted under the Rules of Professional Conduct.

Regarding your pending litigation, please note the following critical dates and deadlines:

- [Deadline 1: e.g., Discovery Response Due Date]
- [Deadline 2: e.g., Upcoming Hearing Date]
- [Deadline 3: e.g., Statute of Limitations]

It is imperative that you retain new legal counsel immediately to ensure your interests are protected and all court deadlines are met. Failure to obtain new counsel may result in the dismissal of your case or a default judgment against you.

We will file a formal Motion to Withdraw with the court on [Date]. We will cooperate with your new counsel to facilitate the transfer of your file. Your original documents are [available for pickup / enclosed / being sent via separate mail].

Please acknowledge receipt of this letter by signing below and returning a copy to our office.

Sincerely,

[Attorney Signature]  
[Attorney Printed Name]

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I acknowledge receipt of this Notice of Withdrawal.

\_\_\_\_\_  
[Client Signature]

\_\_\_\_\_  
[Date]