

YourFirstName YourLastName
123 Address Street
Anytown, State 12345

DATE

FirstName Lawyer
111 Law Firm Way
LegalTown, State 54321

Re: Termination of Attorney-Client Representation Letter

Dear Ms. Lawyer,

I am writing this letter to formally notify you that I wish to terminate your services immediately and end our attorney-client relationship. This is because (LIST YOUR REASONS HERE, BUT DON'T RANT OR BE RUDE).

Going forward, please take no further actions on my behalf as you no longer represent me in any legal capacity. I appreciate the long hours and hard work on my case, but I feel that I must now seek alternative legal counsel.

I would also like to request a copy of my entire case file and an itemized invoice listing all fees, legal or otherwise, related to my case. Please send the requested case file, itemized invoice, and any final bills you claim that I may owe to: (ADDRESS WHERE YOU WANT EVERYTHING SENT) within 7 days of receipt of this letter.

As I am actively seeking new legal counsel at this time, I trust you will fully cooperate with any and all requests made on my behalf in the future.

Sincerely,

YourFirstName YourLastName