

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally notify you of my withdrawal from personal representation regarding [specific case or matter] as of [effective date]. This decision has been made after careful consideration, and I believe it is in the best interest of all parties involved.

Please let me know if there are any pending matters that require my attention prior to my departure. I appreciate your understanding in this matter and thank you for the opportunity to work together.

Sincerely,
[Your Name]