

# Notice of Termination of Legal Services

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

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

Dear [Attorney's Name],

I am writing to formally notify you that I am terminating your legal services, effective immediately. This decision has been prompted by your repeated failure to meet critical deadlines related to my case.

Despite prior discussions regarding these missed deadlines, there has been no improvement in the handling of my legal matters. As a client, I expected timely updates and adherence to the agreed-upon schedule, which has not been fulfilled.

Please provide me with an itemized statement of any outstanding fees and return all documents and files related to my case at your earliest convenience. I request that you send these materials to my address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]