

# [Your Law Firm's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## [Client's Name]

[Client's Address]

[City, State, Zip Code]

### **Re: Termination of Legal Services**

Dear [Client's Name],

We are writing to formally notify you that effective immediately, we will no longer be representing you in the matter of [Case Name/Description]. This decision to terminate our legal services is based on your request for a change of representation.

We will ensure that all necessary documents and files related to your case are transferred to your new attorney upon their request. Please inform us of the new attorney's contact information so that we can facilitate this process smoothly.

We appreciate the opportunity to have worked with you and wish you the best in your future endeavors.

If you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]