

[Your Name]  
[Your Firm's Name]  
[Your Firm's Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

Dear [Client's Name],

We are writing to formally notify you that we will be terminating our legal services as of [Effective Date]. This decision is due to a series of concerns regarding your satisfaction with the services provided.

We value our clients and strive to meet their needs; however, despite our efforts, we have not been able to align our services with your expectations. We believe it is in your best interest to seek representation that is better suited to your requirements.

We will ensure that all your files are organized and accessible for you. Please let us know how you would like to receive your documents or if you have any other requests during this transition.

Thank you for the opportunity to serve you, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Firm's Name]