

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

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

Dear [Client's Name],

RE: Withdrawal of Legal Representation

I am writing to formally notify you that I am withdrawing as your legal representative in the matter of [Case Name/Number]. This decision has not been made lightly; however, due to ongoing non-cooperation and lack of communication regarding your case, I am unable to continue providing effective representation.

Please understand that my primary obligation is to provide competent and diligent representation, and despite my efforts to engage you in the process, I have not received the necessary cooperation to proceed. I advise you to seek new counsel promptly to avoid any negative impact on your case.

I will ensure that all relevant documents and files pertaining to your case are transferred to you or your new attorney upon request. This withdrawal will take effect [insert date], allowing you sufficient time to retain new representation.

Thank you for the opportunity to represent you, and I wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Law Firm Name]