

[Your 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],

Subject: Withdrawal of Legal Representation

I hope this letter finds you well. I am writing to formally notify you of my withdrawal as your legal representative in the matter of [case name/number]. Due to unforeseen circumstances, I find myself unable to fulfill the duties and responsibilities required to represent you effectively.

This decision was not made lightly, and I assure you that it stems from a sincere concern for your best interests. I recommend that you seek alternative legal counsel to ensure that your rights are fully protected and that your case continues to progress.

I will ensure that all case files and relevant documents are forwarded to you or your new attorney promptly. If you have any questions or need assistance during this transition, please do not hesitate to reach out.

Thank you for your understanding. I wish you all the best in your future legal endeavors.

Sincerely,

[Your Name] [Your Title/Position] [Your Firm's Name (if applicable)]