

Letter of Withdrawal from Legal Representation

[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],

I am writing to formally notify you of my decision to withdraw as your legal representative in the matter of [Case/Project Name]. This decision is based on personal reasons that prevent me from continuing to provide you with the dedicated service that your case deserves.

It has been a privilege to work with you, and I appreciate the trust you placed in me. To ensure that you are not left without legal representation, I recommend that you seek a new attorney as soon as possible. I will assist in facilitating the transfer of your case to a new attorney if needed.

Please let me know how you would like to proceed regarding your files and any outstanding matters.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title/Position, if applicable]