

[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 am writing to formally notify you of my withdrawal as your legal representative in [case or matter description]. This decision has been made at your request, and I respect your wishes regarding this matter.

Please be assured that I will take all necessary steps to ensure a smooth transition of your case. I recommend that you seek new legal representation promptly to avoid any disruption in your legal matters.

If you require any documentation or information to assist in this transition, please do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]