**Your Name**

**Company Name**

**Street Address**

**City**, **State** **ZIP code**

**Recipient Name**

**Street Address**

**City**, **State** **ZIP code**

**Email Address**

**Date**

Choose an item.

Re: Termination of Representation

Dear **Recipient Name**,

The purpose of this letter is to memorialize that my firm is no longer representing you in **description of legal issue** and will not perform any further work on your behalf. This termination is effective **date**. Enclosed please find the following:

1. [list all documents you are providing, such as drafts, for the client to carry on with elsewhere]
2. [list any client originals you are returning, such as documents that the client provided to you]
3. [also consider including an electronic copy of the client file for the client’s convenience]

Please review these documents and notify me immediately if you believe I am still in possession of any of your documents. Per my document retention policy outlined in your engagement agreement dated **date of engagement agreement**, the firm will keep a copy of your client file (either electronically or in hardcopy form) for **[cite retention policy—e.g. at least seven (7) years]**. At the conclusion of that period, we will securely destroy the file consistent with our retention policy. If you wish to receive a copy of your client file, please notify us by **[specific date—e.g. one month before the retention period ends]**.

Consistent with your engagement agreement, I am enclosing a final bill for any outstanding legal fees or costs that you incurred prior to termination. Please contact me if you have any questions. Otherwise, please remit payment by **bill due date**.

You should be aware that there may be deadlines or obligations associated with your legal issue that require your attention and may be time-sensitive. [include any specific deadlines or key obligations that the client should know] You may want to seek legal advice from another attorney in order to preserve any rights that you may have. If you retain another attorney and they contact me, I will need your written authorization before I can share your client file or any other information with them.

Thank you for the opportunity to be of service to you. I regret that I was not able to assist you further in this matter and wish you well going forward.

Kindly,

**Signature**