



Letter 1

[Date]

[Client Name]
[Client Mailing Address]
[Client City, State, Zip]

Re: Termination of Attorney/Client Relationship

Dear _____:

During the past ____ months, we have served as your counsel in the _____ litigation. Over the course of this representation, you have paid \$_____ in legal fees and expenses. Unfortunately, and contrary to our agreement, you have not made a payment on your account since _____.

At this time, the outstanding and overdue fees and expenses total approximately \$_____. While we would like to continue our relationship, we will not finance your case or work without compensation. Until now we have continued to represent you despite the growing delinquent account. We can no longer allow this situation to continue.

Currently, we believe the trial court will permit us to withdraw as your attorneys. There is still sufficient time for you to retain other counsel without jeopardizing your case or adversely affecting the court's calendar. However, if we wait any longer, it is possible that one of these conditions for withdrawal may not exist.

If you obtain new counsel, we will be willing to discuss the case with your counsel under satisfactory arrangements to satisfy the outstanding account. Additionally, certain work product has been generated during the course of the representation. We will share it with new counsel to the extent our legal obligations require in the absence of full payment.

I enclose a notice of withdrawal that will be filed with the court in 10 days from the date of this letter. In the meantime, if you wish us to continue representing you, we would be pleased to do so if satisfactory arrangements are made to take care of the overdue account, and to ensure payment of future billings.

I look forward to hearing from you and remain hopeful you can remain a client of the firm.

Sincerely,

Enclosure(s)

NOTE: This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ALPS be liable for any direct, indirect, or consequential damages resulting from the use of this material.



Letter 2

[Date]

[Client Name]

[Client Mailing Address]

[Client City, State, Zip]

Re: Termination of Attorney/Client Relationship

Dear _____:

This letter will confirm our understanding that effective _____, this firm will no longer represent you in connection with _____.

I urge you to promptly retain other counsel to represent you in this matter. I will cooperate with your new counsel during the transition process and will provide him/her with any original documents, correspondence, pleadings, investigative reports and records which I have not previously sent to you.

[Where counsel of record] I will notice the Court and have prepared the enclosed Order releasing me as counsel of record. Please endorse the Order releasing me and return it in the enclosed stamped envelope so I may present it to the Court for entry. Without your signature it will be necessary for you to appear at the hearing. If you have already retained new counsel please let me know who it is so I may forward the appropriate Order to your new attorney.

Sincerely yours,

[Name of Firm]

By: _____
[Name of Attorney]

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