

Writing an attorney termination letter is the initial step in formally ending a professional relationship with a legal representative. This letter needs to be clear, respectful, and legally sound, ensuring that both parties understand the termination of services. Below are six templates for writing an attorney termination letter, each suited to different situations, along with examples for each.

## Purpose of an Attorney Termination Letter

The primary purpose of an attorney termination letter is to formally and legally end the professional relationship between a client and their attorney. This letter serves to protect the interests of both parties by providing a clear record of the decision to terminate the relationship and the reasons behind it.

## Key Elements of an Attorney Termination Letter

- **Clear Statement of Termination:** Clearly state that you are terminating the services of the attorney.
- **Effective Date:** Specify the date from which the termination is effective.
- **Reason for Termination:** While not always necessary, you may choose to include the reason for termination.
- **Request for Case Documents:** Request any documents or materials related to your case.
- **Statement on Outstanding Fees:** Address any outstanding fees or payment arrangements.
- **Contact Information:** Provide your contact information for any further correspondence.

# Tips for Writing an Attorney Termination Letter

1. **Be Professional and Courteous:** Maintain a professional and respectful tone throughout the letter.
2. **Be Concise and Clear:** Clearly state your intention to terminate the attorney's services without unnecessary detail or legal jargon.
3. **Keep a Copy:** Keep a copy of the letter for your records.
4. **Send via Certified Mail:** Send the letter via certified mail to ensure it is received and to have a record of its delivery.
5. **Review State Laws:** Review any state-specific requirements for terminating an attorney-client relationship.

## Attorney Termination Letter Template 1: General Termination

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Attorney's Name]  
[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

I am writing this letter to formally notify you that I am terminating your legal services effective immediately, as of [Effective Date].

[Optional: Reason for Termination]

Please forward all documents and materials related to my case

to my new attorney, [New Attorney's Name], whose contact information is provided below.

[New Attorney's Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

I would also like to request an itemized statement of my account and instructions for the payment of any outstanding fees.

Thank you for your services thus far. Please acknowledge the receipt of this letter and confirm the termination of our attorney-client relationship.

Sincerely,

[Your Name]  
[Your Contact Information]

## Example for Template 1

John Doe  
123 Main Street  
Anytown, CA 12345  
March 15, 2025

Jane Smith  
Smith & Associates Law Firm  
456 Legal Ave  
Anytown, CA 12345

Dear Ms. Smith,

I am writing this letter to formally notify you that I am terminating your legal services effective immediately, as of March 15, 2025.

Please forward all documents and materials related to my case to my new attorney, Richard Roe, whose contact information is provided below.

Richard Roe  
789 Law Street  
Anytown, CA 12345  
(555) 678-9101  
richard.roe@email.com

I would also like to request an itemized statement of my account and instructions for the payment of any outstanding fees.

Thank you for your services thus far. Please acknowledge the receipt of this letter and confirm the termination of our attorney-client relationship.

Sincerely,

John Doe  
(555) 123-4567  
john.doe@email.com

## **Attorney Termination Letter Template 2: Termination for Non-Performance**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Attorney's Name]  
[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to inform you of my decision to terminate your services as my attorney due to non-performance, effective [Effective Date]. Despite numerous attempts to communicate my concerns regarding [Mention Specific Issues], there has been no satisfactory resolution or progress in my case.

As a result of this decision, I request that all files and documents pertaining to my case be transferred to my address below or to my new legal representative, whose details will be provided upon your acknowledgment of this letter.

Please provide a final statement of my account and any refunds due as per our agreement. I expect a prompt response to this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

## Example for Template 2

Emily Johnson  
789 Oak Lane  
Springfield, IL 62704  
April 10, 2025

Michael Brown  
Brown & Partners LLP  
123 Justice Road  
Springfield, IL 62704

Dear Mr. Brown,

I am writing to inform you of my decision to terminate your services as my attorney due to non-performance, effective April 10, 2025. Despite numerous attempts to communicate my

concerns regarding the lack of updates and progress in my personal injury case, there has been no satisfactory resolution or progress.

As a result of this decision, I request that all files and documents pertaining to my case be transferred to my address below or to my new legal representative, whose details will be provided upon your acknowledgment of this letter.

Please provide a final statement of my account and any refunds due as per our agreement. I expect a prompt response to this matter.

Thank you for your attention to this matter.

Sincerely,

Emily Johnson  
(555) 234-5678  
emily.johnson@email.com

## **Attorney Termination Letter Template 3: Termination Due to Financial Constraints**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Attorney's Name]  
[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

I regret to inform you that due to unexpected financial constraints, I am compelled to terminate your legal services,

effective [Effective Date]. This decision has not been easy, and I appreciate your understanding in this matter.

Please cease all work on my behalf and provide me with an itemized bill for services rendered up to the termination date. Additionally, kindly return all documents related to my case.

I am grateful for the legal assistance you have provided thus far and apologize for any inconvenience this decision may cause.

Sincerely,

[Your Name]

[Your Contact Information]

## Example for Template 3

Robert Lee  
456 Willow Drive  
Lakewood, NJ 08701  
June 1, 2025

Sarah White  
White Legal Services  
789 Court Street  
Lakewood, NJ 08701

Dear Ms. White,

I regret to inform you that due to unexpected financial constraints, I am compelled to terminate your legal services, effective June 1, 2025. This decision has not been easy, and I appreciate your understanding in this matter.

Please cease all work on my behalf and provide me with an itemized bill for services rendered up to the termination date. Additionally, kindly return all documents related to my

divorce case.

I am grateful for the legal assistance you have provided thus far and apologize for any inconvenience this decision may cause.

Sincerely,

Robert Lee  
(555) 321-0987  
robert.lee@email.com

## **Attorney Termination Letter Template 4: Termination Due to Resolution of Case**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Attorney's Name]  
[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to formally terminate our attorney-client relationship as of [Effective Date], following the successful resolution of my case. I would like to extend my gratitude for your legal representation and the favorable outcome achieved.

Please ensure that all documents and materials related to my case are securely returned to me. Additionally, I request a final statement detailing any outstanding fees or expenses.

Your expertise and guidance have been invaluable, and I appreciate all your efforts on my behalf.



Sincerely,

[Your Name]

[Your Contact Information]

## Example for Template 4

Natalie Anderson  
1234 Pine Street  
Harrisburg, PA 17101  
May 15, 2026

David Thompson  
Thompson Law Firm  
5678 Legal Way  
Harrisburg, PA 17102

Dear Mr. Thompson,

I am writing to formally terminate our attorney-client relationship as of May 15, 2026, following the successful resolution of my property dispute case. I would like to extend my gratitude for your legal representation and the favorable outcome achieved.

Please ensure that all documents and materials related to my case are securely returned to me. Additionally, I request a final statement detailing any outstanding fees or expenses.

Your expertise and guidance have been invaluable, and I appreciate all your efforts on my behalf.

Sincerely,

Natalie Anderson  
(555) 456-7890  
natalie.anderson@email.com

# Attorney Termination Letter Template 5: Termination for Personal Reasons

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Attorney's Name]  
[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

Due to personal reasons, I have made the decision to terminate your services as my attorney, effective [Effective Date]. This decision is not a reflection of your legal abilities but a result of my personal circumstances.

I request that you cease all work on my behalf and arrange for the return of all documents pertaining to my case. Additionally, please provide an itemized final bill for any services up to the date of termination.

I appreciate the legal support you have provided and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Contact Information]

## Example for Template 5

Olivia Martinez  
8900 Sunset Boulevard

Los Angeles, CA 90028

April 20, 2027

Richard Kim

Kim & Associates

1234 Hollywood Blvd

Los Angeles, CA 90028

Dear Mr. Kim,

Due to personal reasons, I have made the decision to terminate your services as my attorney, effective April 20, 2027. This decision is not a reflection of your legal abilities but a result of my personal circumstances.

I request that you cease all work on my behalf and arrange for the return of all documents pertaining to my employment lawsuit. Additionally, please provide an itemized final bill for any services up to the date of termination.

I appreciate the legal support you have provided and wish you the best in your future endeavors.

Sincerely,

Olivia Martinez

(555) 987-6543

olivia.martinez@email.com

## **Attorney Termination Letter Template 6: Termination Due to Hiring a New Attorney**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Attorney's Name]

[Law Firm's Name]  
[Address]  
[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to inform you that as of [Effective Date], I will be terminating your services as my attorney. I have decided to move in a different direction and have retained a new attorney to handle my case.

Please forward all relevant documents and materials to my new attorney, [New Attorney's Name], at the following address:

[New Attorney's Name]  
[New Attorney's Address]  
[City, State, Zip Code]

I also request a final accounting statement for your services. I appreciate the work you have done on my behalf and thank you for your understanding.

Sincerely,

[Your Name]  
[Your Contact Information]

## **Example for Template 6**

Jacob Wilson  
6789 Country Road  
Austin, TX 78701  
March 30, 2025

Emily Clark  
Clark Law Firm  
4567 Justice Lane  
Austin, TX 78702

Dear Ms. Clark,

I am writing to inform you that as of March 30, 2025, I will be terminating your services as my attorney. I have decided to move in a different direction and have retained a new attorney to handle my business litigation case.

Please forward all relevant documents and materials to my new attorney, James Lee, at the following address:

James Lee  
Lee Legal Group  
8901 Business Park Drive  
Austin, TX 78759

I also request a final accounting statement for your services. I appreciate the work you have done on my behalf and thank you for your understanding.

Sincerely,

Jacob Wilson  
(555) 123-4567  
jacob.wilson@email.com