

**Termination Letter -Firing Client 1 of 2**

[DATE]

[CLIENT NAME]

[ADDRESS]

RE:

Dear [Client]:

As we discussed in our meeting on (date), it appears that our relationship has reached a point where we can no longer work together effectively. Unfortunately, these situations occur on occasion and it becomes in the best interest of the client and the lawyer for the client to find new representation.

I encourage you to contact new counsel to represent you in this matter as soon as possible.

Pursuant to our fee agreement, we will be sending you our final bill for legal services. It is our understanding from our meeting on (date) that you will be taking care of this bill within \_\_\_\_\_ weeks.

We are pleased to have had the opportunity to represent you on this matter. I regret that we could not continue to represent you. We have filed a Motion to Withdraw with the court. A copy is enclosed. I will send you a copy of the Order as soon as we receive the signed Order.

If you have any questions, comments or criticisms about our case, our bill, or our representation of you, please contact me and I will be happy to sit down and discuss the matter with you.

Very truly yours,

**The firm**

The Partner

## Termination Letter -Firing Client 2 of 2

[DATE]

[CLIENT NAME]

[ADDRESS]

RE:

Dear [Client]:

As we discussed in our recent meeting, it appears that our relationship has reached a point where we can no longer work together effectively. Unfortunately, these situations occur on occasion and it becomes in the best interest of the client and the lawyer for the client to find new representation.

[This will confirm that you have decided to retain [new counsel] as your new lawyer. My staff is in the process of photocopying your file to be immediately transferred to [new counsel], and I would be happy to meet with [new counsel], at no cost to you, to bring her up to speed on the case so she can effectively represent you.]

[I encourage you to contact new counsel to represent you in the matter as soon as possible. You may want to contact [list names of referrals], to see if they can represent you.]

Pursuant to our fee agreement, we will be sending you our final bill for legal services. It is our understanding from our meeting that you will be taking care of this bill within two weeks.

We are pleased to have had the opportunity to represent you on this matter. I regret that we could not continue to represent you. We have filed a [Substitution of Counsel/Motion to Withdraw] with the court. A copy is enclosed. I will send you a copy of the Order as soon as we receive the signed Order.

If you have any questions, comments or criticisms about the case, our bill or our representation of you, please contact me and I will be happy to sit down and discuss the matter with you.

Sincerely,

The Lawyer

NOTE: This letter is not a substitute for and should only supplement the notice requirements of C.R.C.P. 121, Section 1-1.