To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Attorney Termination Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to formally inform you that I am terminating you professional services as my legal representative from [mention date of termination]. I am afraid I had to take this decision because [state the reason(s) for termination].

As from the above mentioned date, you will not be allowed to send and receive any documents or demands on my behalf. So, please do not take any further actions on my behalf.

As I have arranged for an alternate legal counsel, I expect from you that you will fully cooperate with them in case any information or document is requested from you on my behalf.

You can always contact me for any further details or queries.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]