**Attorney Termination Letter**

[Your Name]

[Name of Business]

[Address of Business]

[City, State, Zip Code]

[Date]

[Attorney’s Name]

[Attorney’s Address]

[City, State, Zip Code]

RE: Termination of Attorney Services

Dear Attorney’s Name:

I apologize for the abrupt nature of this letter. However, as explained in my previous email to you on [your email], I am termination your services immediately because [reasons].

You do not have permission to send any demands on behalf me and it would be best if we could avoid future interactions by formalizing our relationship now through correspondence instead; please address all future requests or questions regarding representation via email sent exclusively from here at my email.

I'm requesting that a copy/example case file along with an itemized invoice reflecting fees charged so far plus what remains unpaid (if anything). Send these items within 7 days max - they'll arrive promptly thanksgiving holiday week).

Thank you for your understanding and I hope things work out well for you in the future.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]