Sample 2 - Attorney Termination Letter  
Jane Doe  
123 Anywhere Drive  
Dixon, IL 61021  
  
DATE  
​  
Michael Landis  
467 N. Westbrook Ave.  
Dixon, IL 61021  
  
Re: Termination Letter  
  
Dear Mr. Landis,  
  
I would like to immediately terminate our legal relationship and attorney-client contract since I have obtained other legal counsel. I sincerely appreciate the hard work and many hours that went into my custody case. Like many other custody cases, they are often long, drawn out, and expensive.  
  
​When I initially retained your legal counsel, I submitted $3,000. This large sum of money seemed to go rather quickly over the course of just six weeks. Recently, I was asked to add another $1,500 to my overall account.  
  
You have served as my attorney for nearly nine months and I have seen very little progress and spent almost $5,000. I have tried to reach you at your office numerous times to speak with your directly. Instead, I only speak to your paralegal. You appear to be uninterested in my case since you’re always late to court and never return my calls.  
  
Because of my intense desire and need to protect my children as well as their current lifestyle, I felt compelled to hire legal counsel that’s a better fit for what I need. If you would, please send a copy of my legal file at your earliest convenience to Winchester & Griffin Law Firm, 321 North High Street, Dixon, IL 61021. Send the final bill for your services to my address listed above. Thank you kindly for your services.  
  
Sincerely,  
  
Jane Doe (Both print and sign your name)  
  
**​**By Andre Bradley