Sample – Attorney Termination Letter

Name Of Client
Name Of Business If Applicable
Address Of Client Or 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:

It has become necessary for my business to employ a larger law firm. Since we have grown, it has become apparent that we need ethics compliance advice.

I have been very satisfied with the service I received from you, and this termination of services is in no way an expression of dissatisfaction.

I have engaged Name of Law Firm to take over the compliance investigation process of my business and would appreciate it if you give all the information they require when they write to you within the next two weeks.

If you submit your final invoice at the end of this month as usual, I will pay it immediately. Thank you for all the assistance you provided while my business was just starting out. I wish you well in the future.

Sincerely,

Signature of Client
Printed Name of Client