**Sample Termination Letter (Personal Injury Case)**

Here is a sample termination letter, please note that the format of this letter, and its content, may not be applicable to every case of client-lawyer termination.

Jane Doe  
123 ABC Drive  
Fort Lauderdale, FL 44444

[DATE]

RE: Termination of Representation

Dear [Name of Attorney],

I am writing to officially notify you that I am terminating your services immediately. This is because **{reason(s) for terminating the representation}.**

You do not have permission to send any demands on my behalf and I am advising the insurance company that you no longer represent me for this personal injury claim. Please do not take any further actions on my behalf.

I am requesting that a copy of my ***entire case file***, in addition to an***itemized invoice*** reflecting all fees, inclusive of amounts already charged plus any amounts you may claim as still owed. Send the requested case file and applicable invoice to: [Address where case file should be sent] within 7 days of receipt of this letter.

As I plan to obtain alternative legal counsel, I expect that you will fully cooperate with any and all future request which may be made on my behalf.

Sincerely,

[Client Name]