

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>
<address>
<address>

Re: _____

Dear <Name>:

Enclosed herewith is a copy of a Notice of Jury Trial which was filed in the above referenced matter. As you know, this matter is set for trial on _____, 20____. Please let me know as soon as you have selected another attorney to handle this matter for you so that I can file a Motion of Withdrawal and Substitution of Counsel. If you need me to assist you in finding another counsel, please let me know.

Sincerely,

BY:

/
Enclosures