

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

<date>

<Name>
<address>
<address>

Re: _____

Dear <Name>:

As we discussed, it will be necessary for me to withdraw as counsel in this case. I have scheduled a meeting for _____, _____ at _____ a.m. with two attorneys, _____ and _____, in _____ who are willing to take over the representation in this matter. I would be most appreciative if you could meet with me and these attorneys to discuss the matter at that time. The meeting will be at the offices of _____, _____ in _____ . Her office is located next to _____, just North of _____.

I look forward to seeing you on _____, _____. In the meantime, should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/