SAMPLE ADMINISTRATIVE FORM

TERMINATING CLIENT REPRESENTATION LETTER

[Date]

[Client Name]

[Street]

[City / State / Zip Code]

Dear [Client Name],

I regret to inform you that we are terminating our representation of you in the [describe matter]. Your next step on this legal work should be to acquire the services of another attorney. Your county’s Bar association might maintain a Lawyer Referral Service (LRS), or you can contact the LRS at The Florida Bar in Tallahassee at (800) 342-8011.

One of the most important criteria for the delivery of effective legal services is an open, effective, and comfortable avenue for communication. Unfortunately, our interactions of late [or of the past days, weeks, months] have made it impossible for us to communicate in that fashion.

As a result, [name of lawyer or law firm] will be unable to provide further work on [describe matter], nor will [name of lawyer or law firm] accept any other legal work you may have in the future.

We have brought your account current and it is paid is full. I am willing to provide your new counsel with copies of all pertinent documents at no charge to you.

[if appropriate] Best wishes for your continued success.

Sincerely,

[Lawyer Signature]

[Firm Name]