

## Termination of Representation Letter - Permissive Withdrawal

[Date]

[Name and Address of Client]

Dear [Client's Name]:

This letter will confirm our understanding that effective [DATE] this firm will no longer represent you in connection with [LEGAL MATTER].

I urge you to promptly retain other counsel to represent you in this matter. I will cooperate with your new counsel during the transition process and will provide him/her with any original documents [keep copy for yourself], correspondence, pleadings, investigative reports and records, which I have not previously sent to you.

[WHERE COUNSEL OF RECORD] I will notice the Court and have prepared the enclosed Order releasing me as counsel of record. Please endorse the Order releasing me and return it in the enclosed stamped envelope so I may present it to the Court for entry. Without your signature, it will be necessary for you to appear at the hearing. If you have already retained new counsel, please let me know who it is so I may forward the appropriate Order to your new attorney.

Sincerely,

[ATTORNEY SIGNATURE]

[NAME OF ATTORNEY]

[FIRM NAME]

NOTE: This material is intended as only an example, which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ISBA Mutual Insurance Company be liable for any direct, indirect, or consequential damages resulting from the use of this material.