



How to Use This Lawyer Termination Letter Template

How should you cut ties with your personal injury attorney?

Deciding whether to terminate an attorney-client relationship is a personal decision. Sometimes the lawyer isn't a good fit and you're better off moving on. Other times, the attorney-client relationship isn't perfect but it's strong enough to get the job done.

One thing you need to understand is that you **ALWAYS** have the right to fire a privately-retained lawyer.

If you've decided to cut ties with your attorney, we recommend doing so in writing. Even if you fire your attorney in a verbal exchange, you should follow up by sending a written termination letter.

The Enjuris Lawyer Termination Letter Template will help you to formally sever ties with your lawyer.

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LAWYER TERMINATION LETTER

TEMPLATE

[Sender's name]

[Sender's street address]

[Sender's city, state and ZIP code]

[Date written]

[Recipient's name]

[Recipient's law firm]

[Recipient's street address]

[Recipient's city, state and ZIP code]

RE: Termination of Legal Services

Dear [Recipient name],

I am writing to inform you that I have decided to terminate our current legal relationship immediately.

I am terminating this relationship because

[Insert the reason or reasons you are terminating the relationship. Keep your reasons concise and respectful.]

Please do not take any further action on my behalf.

I request that you send a copy of my case file immediately to the address below so that I may share this with my **[newly obtained legal counsel/future legal counsel]**. You may send your final bill to the same address.

[Newly obtained legal counsel's name/Your name]

[Newly obtained legal counsel's street address/Your street address]

[Newly obtained legal counsel's city, state and ZIP code/Your city, state and ZIP code]

Thank you for your understanding.

Sincerely,

[Your name]

[Your signature]

[Date]

CHECKLIST FOR COMPLETING YOUR LAWYER TERMINATION LETTER

5 things to keep in mind when drafting your termination letter

Always terminate the relationship in writing.

Even if you fire your attorney in a verbal exchange, you should follow up by sending a written termination letter. Be sure to send the letter by certified mail with a return receipt requested, so you have proof your lawyer received the letter. Taking these steps will ensure there's no confusion about the status of the relationship.

Get to the point.

Your lawyer should know the purpose of the termination letter within the first couple of sentences. You don't want your lawyer to skim the letter and somehow not realize the relationship is being terminated.

Be firm.

There shouldn't be any confusion about whether or not the attorney-client relationship still exists after the lawyer reads your letter. Be clear and firm.

Be polite.

You should include a sentence or two about why you're firing your attorney, but there's no need to air out all of your complaints and grievances about the attorney, and there's certainly no need to be rude. Keep in mind that the legal community is small and lawyers talk to one another. Being rude might make it more difficult to find your next attorney. What's more, your attorney may be less likely to promptly return your file or cut you any slack when it comes to your final bill.

Ask for a copy of your case file.

If you're prematurely ending your lawyer-client relationship, you'll want to have your case file to show to your new lawyer.

LAWYER TERMINATION LETTER SAMPLE

A sample lawyer termination letter

Carol Client
123 Client Lane
Pittsburgh, Pennsylvania 15201

January 1, 2023

Larry Lawyer
123 Legal Lane
Pittsburgh, Pennsylvania 15201

RE: Termination of Legal Services

Dear Mr. Lawyer,

I have decided to terminate our current legal relationship immediately and have accepted legal counsel elsewhere.

I am terminating this relationship because I have been calling your office for three months and have received no updates on my case status. I expect reasonable communication and sound legal advice and do not believe I have received either.

Please do not take any further action on my behalf.

I request that you send a copy of my case file immediately to the address below so that I may share this with my newly obtained legal counsel. You may send your final bill to the same address.

Susan Client
123 Client Circle
Pittsburgh, Pennsylvania 15201

Sincerely,

Carol Client

January 1, 2023