[End of Representation Letter]

[Your Firm Information]

Client First and Last Name Client Street Address

Client City, Michigan XXXXX

Re: End of Limited Scope Representation

Dear Mr. /Ms. Client Last Name:

Thank you for choosing [Law Firm or Attorney Name] to represent you. I finished all of the tasks we agreed my firm (or I) would do in our agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A copy of that agreement is attached to this letter. As far as I know, there is nothing else you asked me to do for you. At this point, my work on your matter is concluded. **If you believe this is incorrect, please contact me right away.**

[For cases in court: Choose one if a limited appearance was filed:] I have filed [the Notice to Withdraw from Limited Scope Appearance you signed, which is effective immediately.] OR [a Notice to Withdraw from Limited Scope Appearance, which will be effective 14 days from [date filed], unless you file an objection with the court before then. You can object if you think I did not complete all the items in the limited scope agreement we entered into on \_\_\_\_\_\_\_\_\_]; OR [a substitution of counsel]. Enclosed is a copy for your records.

Also enclosed is a copy of the Court’s most recent scheduling order. The next scheduled matter in your case is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on [date, time, and place] where you will be representing yourself. From this point on, the [opposing counsel/opposing party] will contact you directly for all matters related to your case.

Now that our relationship is over, I am returning your original documents to you or will make them available for you to pick up within the next [ ] months. If you want, you may get copies of other documents in your file within the next [ ] months. We may charge you for copies of your file, but we won’t give you copies of our “work product” – research and notes from attorneys and others who worked on your case. After [ ] years, we will destroy our copy of your file.

Thank you again for choosing [us/me] to represent you.

Sincerely,

Law Firm Name

Attorney Name