

Dear Mr./Mrs./Ms. Full name of Lawyer

It was a pleasure working by your side for the past 5 years and witnessing the many ups and downs in the process. As a company, we have progressed and come a long way. We would require legal services and counsel from a bigger legal firm. We would discontinue our legal relationship going forward, but this is not a reflection on any displeasure from our side. Also, we have appreciated your dedication and hard work for the same.

Kindly forward the file of the corporate case over to our head office along with the final bill. Please be rest assured all the dues will be cleared in time.

Thank you for all your services. And all the best for your future endeavors.

Thanks and regards,

Your name

Your address

Your contact number