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From: LCDR _____, JAGC, USN, Victims' Legal
Counsel _____
To: CLIENT NAME, USN

Subj: CLIENT ELECTION TO TERMINATE ATTORNEY-CLIENT RELATIONSHIP

Ref: (a) Notification and Limitations of Attorney-Client
Relationship ltr dtd XX XXX XX

1. This letter confirms that, in accordance with your instructions, I will no longer be representing you in connection with your report of sexual assault. We will have no further attorney-client relationship [see reference (a)]. You can rest assured everything you told me to this point remains confidential.

2. I will maintain a copy of your case file for a reasonable period of time and in accordance with my professional obligations. If you have any questions or would like more information about this, then please do not hesitate to contact me.

3. To the extent you would like to retain the services of another Victims' Legal Counsel (VLC) or civilian victims' rights attorney at your own expense, I encourage you to do so until the legal aspects of your reported sexual assault are concluded. Per our previous discussions, there is a VLC available to assist you in _____. His name is _____, and he can be reached at [\[email\]](#) or XXX-XXX-XXXX. At your request, I will assist in the transition of any matters or files to your new attorney, to include but not limited to: our initial client intake sheet, the names of the investigator and trial counsel assigned to your case, copies of any discovery documents provided to me by the Government, a copy of this termination letter and any other matters necessary for an effective transfer of your case to your new attorney.

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4. Whether or not you choose to work with another VLC or attorney, you should be aware of the following important information about your case: [upcoming hearing dates, trial dates, etc.].

5. The trial counsel assigned to your case is _____. He can be reached at [\[email\]](#) or XXX-XXX-XXXX. If you are represented by VLC or another attorney, then he will continue to communicate directly with your new attorney. If you choose not to be represented by a VLC or a civilian attorney, then I encourage you to reach out to _____ periodically to receive case updates and important information about your rights as a sexual assault victim. However, please always be aware that, while a trial counsel may have your best interests in mind, he cannot act as your attorney, provide you legal advice or represent you in connection with you report of sexual assault.

6. If you have any questions or concerns regarding this letter, or regarding my representation of you, then please do not hesitate to contact me. I wish you the best of luck in all of your future endeavors.

X. X. XXXXXXXXXX