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The Law Firm of

moumita rahman, pllc

{today}

**Via Electronic and Post Mail**

{clientName}

{clientAddress}

{clientCityStateZip}

{clientPhone}

{clientEmail}

**NOTICE OF TERMINATION OF REPRESENTATION**

Dear {clientName},

This letter serves as the official termination of my legal representation of you in your **{caseType}** matter, according to the terms of the contract for our services. I am withdrawing my representation of you and am no longer your lawyer.

**Work Calculation and Expenses Explanation**

Per the Retainer Agreement, you agreed that the Law Firm would perform work at the following rates:

$500/hour for Attorney Moumita Rahman

$250/hour for Associate Attorneys

$150/hour for Legal Assistants and Paralegals

Per the retainer agreement, you agreed that the following are expenses are not included as part of your legal fee:

**Not included:**

* Government Filing Fees ($1,225 or more if waivers are needed, paid to the government)
* Psychological Evaluation (Approximately $1,500, paid to the doctor)
* All shipping expenses with the exception of the welcome packet.
* Translation Expenses
* An interpreter on the day of the interview (If needed)
* The immigration medical exam
* Attorney travel costs for day of the interview
* Expedite requests

**Refund Calculation**

Per the Discharge of Representation Clause in the Retainer Agreement you signed, unearned portion of the legal fee (if any) are to be calculated as follows:

**In the event the legal services provided for herein are terminated by either party prior to a decision in this case, then any unearned portion of the fee will be determined by Quantum Meruit. The unearned portion of the fee will be determined by the number of hours devoted by Attorney to the case prior to the time of termination computed at the rate of $500.00 per hour; by the time devoted to the case by the Legal Assistants and Paralegals of Attorney computed at the rate of $150.00 per hour; by adding all expenses incurred (such as copies, postage, securing records and documents, tax transcripts, credit reports, etc); and then by deducting the total amount of all charges from the Base Fee. If the event the total of all such fees and charges exceeds the Base Fee, the Client’s liability shall be limited to the amount of the Base Fee**

Per the Quantum Meruit clause in the Retainer Agreement, an amount of **{amountPaid}** has been paid to the Law Firm thus far. We performed **{hoursWorked}** hours of work on your case, which has been billed according to the following schedule.

Work has been performed by the Attorneys, Paralegals, and Legal Staff of the Law Firm of Moumita Rahman, PLLC in the amount of **{valueOfWork}.**

We have incurred expenses in the amount of {expenses}on your behalf in the case.

The unearned portion of any amount paid to us is calculated as follows:

**The Unearned Portion of Fees Paid to the Law Firm**

(Amount Paid Total) – (Dollar Value of Work Performed + Expenses) = Refund Amount

[{amountPaid}] **– [**{valueOfWork}]**+[**{expenses}**] = {refundAmount}**

Per the Retainer Agreement signed on **{retainerDate}** , an amount of **{amountPaid}**has been paid to me thus far. We are exercising our discretion to give you a full refund in the amount of **{amountPaid}**. The case evaluation fee is not refundable.

1. Please note that the termination of this agreement does not mean you are not eligible for the benefits you are seeking and/or had originally hired us for and this withdrawal should not be construed as otherwise.
2. Please note that the termination of this agreement does not constitute any admission of liability by the Law Firm or its members.
3. By this letter, I am informing you that there can no longer be and there will no longer be any attorney/client-privileged communication between you and me. Thus, it is in your best interest to refrain from sending me further communications.

We wish you the best of luck in your future endeavors.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moumita Rahman, Esq.

Sincerely,

/s/ Moumita Rahman

Moumita Rahman, Esq.