

LETTER ADVISING THAT LAWYER IS CLOSING HIS/HER PRACTICE

Re: [Name of File, Case or Matter]

Dear [Client Name]:

Due to (provide reason for inability to *practice*, such as health, disability, retirement, death, discipline, or other), [*Affected Attorney*] is no longer able to continue the practice of law. You will need, therefore, to retain the services of another attorney to represent you in your legal matter(s), and I encourage you to do so immediately to protect your legal interests and avoid adverse consequences or action against you. I will assist [*Affected Attorney*] in closing [his/her] practice.

You will need [a copy/copies] of your file(s). Accordingly, enclosed please find a proposed written authorization for your file(s) to be released directly to your new attorney. When you or your new attorney returns this signed authorization, I (we) will release your file(s) as instructed. If you prefer, you may come to [*address of office or location for file pick-up*] and retrieve [it/them] so that you may deliver [it/them] to your new attorney. In either case, it is imperative that you act promptly, and in no event later than [provide date] so that your legal rights may be preserved.

Your closed file(s), if any, will be stored at [*location*]. If you need a closed file, you may contact me at the following address and phone number until [date]:

[Name] [Address] [Phone]

After that time, you may contact [*Attorney in charge of closed files*] for your closed file(s) at the following address and phone number:

[Name] [Address] [Phone]

You will shortly receive a final accounting from [*Affected Attorney*], which will include any legal fees you currently owe [him/her], and an accounting of any funds in your client trust account.

On behalf of [*Affected Attorney*], I would like to thank you for affording [*him/her*] the opportunity to provide you with legal services. If you have any additional concerns or questions, please contact me at the address and phone number indicated in this letter.

Thank you.

Sincerely,

[Assisting Attorney] [Firm]