

LETTER FROM FIRM OFFERING TO CONTINUE REPRESENTATION

Re: [Name of File, Case or Matter]

Dear [Client Name]:

Due to _____ (provide reason for inability to practice, such as, ill health, disability, retirement, suspension, death, other) [Affected Attorney] is no longer able to continue representing you in your legal matter(s).

A member of this firm, [name], is available to continue handling your matter(s) if you wish. You have the right, however, to select any attorney of your choice to represent you. If you wish this firm to continue handling your matter(s), please sign the authorization at the end of this letter and return it to us.

If you wish to retain another attorney, however, please provide us with written authority to release your file(s) directly to [him/her]. If you prefer, you may come to our office and pick up [a copy/copies] of your file(s) and deliver [it/them] to your new attorney. We have enclosed these authorizations for your convenience.

Since time deadlines may be involved in your case, it is imperative that you act immediately. Please provide a written authorization for us either to represent you or to transfer your file(s) and deliver [it/them] to your new attorney. We have enclosed these authorizations for your convenience.

Since time deadlines may be involved in your case, it is imperative that you act immediately. Please provide a written authorization for us either to represent you or to transfer your file(s) to your new counsel by [date].

We wish to make this transition as easy as possible for you. Please feel free to contact me with any questions you may have.

Thank you.

Sincerely,

[Assisting Attorney]

Enclosures

I want a member of the firm of [insert law firm's name] to handle my matter(s) in place of [insert Affected Attorney's name]

[Client] [Date]