

LETTER ADVISING THAT LAWYER IS CLOSING HIS/HER OFFICE

(Sample - Modify as appropriate)

Dear [Name]

Re: [Name of Case]

As discussed, as of [date], I will be closing my law practice due to [provide reason, if possible]. I will be unable to continue representing you on your legal matters.

I have made arrangements with [insert law firm name/Lawyer's name] to assume carriage of my active files provided that you agree and provided that lawyer has no conflict in representing you. You do not have to accept [insert law firm name/Lawyer's name] to represent you. You can select any lawyer you wish to represent you. If you wish to retain another lawyer, I would also be happy to provide you with a list of other local lawyers who practice in the area of law relevant to your legal needs.

Once you have made your decision with respect to legal representation, please provide me with written authority to transfer your file to the new lawyer. A draft authorization is enclosed for your convenience. If you choose to self-represent, you will have to pick up your file at [insert address] and if applicable, sign a Notice of Intention to Act in Person.

It is imperative that you make your decision regarding a new lawyer as soon as possible so that time limitations applicable to your case will be protected and your other legal rights preserved.

[Insert limitations or other deadlines specific to this particular file]

If you or your new lawyer need a copy of a closed file, please contact me to make arrangements for this.

Within the next [fill in number] weeks, I will be providing you with a full accounting of your funds in my trust account and fees you currently owe me.

You will be able to reach me at the address and phone number listed on this letter until [date]. After that time, you or your new lawyer can reach me at the following phone number, e-mail and address:

[Name]

[Address]

[Phone]

[E-mail]

I have appreciated the opportunity of providing you with legal services. Please do not hesitate to give me a call if you have any questions or concerns.

Sincerely,

[Lawyer]

[Firm]