

**AFFECTED ATTORNEY'S NOTIFICATION TO CLIENT OF  
INTENT TO CLOSE LAW PRACTICE (On Affected Attorney's Own Letterhead)**

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

RE: \_\_\_\_\_

Dear \_\_\_\_\_:

As of \_\_\_\_, I will be closing my law practice and therefore will be unable to continue to represent you.

I recommend that you immediately hire another attorney to handle your case for you. You can select any attorney you wish, or I would be happy to provide you with a list of local attorneys who practice in the area of law relevant to your legal needs.

It is imperative that when you select your new attorney, that you let me know the name of your attorney, and that you pick up a copy of your file or provide me with a written authorization to send the file to your new attorney. This will be the only way that time limitations applicable to your case will be protected and your other legal rights preserved.

If you have an upcoming court date or proceeding deadline, the date will be noted on the top of your file. You should review the dates and be sure to inform your new attorney of the same.

I will maintain the closed file for a period of 5 years from the date of this notification. At that time, the file will be destroyed. You are entitled to the materials in the file, except for my work product. If you want the materials in the file, you must notify me in writing within \_\_\_\_ days, keeping in mind any time limitations applicable to your case. If you prefer, you may provide me with a signed authorization to allow your representative to pick up the file on your behalf.

Within the next \_\_\_\_ weeks I will be providing you with a full accounting of your funds in my trust account and fees you currently owe to me (if applicable). You will be able to reach me at the address and phone number listed on this letter until \_\_\_\_\_. After that time, you or your new attorney can obtain a copy of your file from the following:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

I appreciate the opportunity of providing legal services for you. If you have any questions or concerns please feel free to contact me.

Very truly yours,

Attorney's Name