

[Date]

Re: [Identify Matter]

Dear [Client Name],

Effective [date], I will cease practicing law due to [identify the reason, if appropriate] and thus my representation of you will necessarily come to an end on that date.

Because this matter has not yet reached a conclusion, I recommend you immediately hire another attorney who will be able to step in and see this matter through to completion. You are free to select any attorney you wish. If helpful, I would be happy to provide you with a list of local attorneys who practice in the area of law your matter requires. Also, our State Bar Association provides a lawyer referral service and their number is **XXX-XXX-XXXX**.

It is imperative that you hire a new attorney without delay in that [Insert appropriate reason to include notification of any time limitations or other critical information that the client would need to be aware of.] Once hired, please provide me with written authority to transfer your file to your new attorney; or if you prefer, you may come to my office to pick up a copy of your file so that you may personally deliver it to your new attorney.

I [or insert the name of the attorney or firm who will store your files] will continue to store my copy of your closed file for [list relevant period in accordance with your firm's file retention policy] years. After that time, I [or name listed above] will destroy my copy of your file unless you notify me in writing within the next 30 days that you do not want me to follow this procedure and I will try to make alternative arrangements that will better meet your needs. If a copy of your closed file is ever needed you may reach me [or name listed above] at **XXX-XXX-XXXX**.

Within the next [number] weeks I will be providing you with a full accounting of any trust account funds still in my possession as well as a statement of any fees that remain outstanding.

You will be able to reach me at the address and phone number listed above until [date]. After that time, I may be reached at the following phone number and address: [List Name, Address, Phone, and/or Email]

Again, please don't delay in trying to hire a replacement attorney in order to protect time limitations applicable to your case and make certain that your legal rights are preserved.

It has been a pleasure to be of service to you and please don't hesitate to check with me if you have any additional questions or concerns.

Sincerely,

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