

[Date]

[Client Name]  
[Client Mailing Address]  
[Client City, State, Zip]

RE: Smith v. Brown

Dear Ms. Smith:

Effective [date of withdrawal], your attorney Ms. Wilson will be withdrawing from the law firm of Day, Wilson & Jones, LLC, which will thereafter be known as Day & Jones, LLC. Effective that same day [date], Ms. Wilson will begin practicing law with the firm of Wilson and Associates, PC, 333 State Street, Anytown, MT; telephone 406.123.2345.

We have appreciated the opportunity to serve you in the past and hope to be able to continue to do so on a going forward basis. Regardless, during the transition period, Mr. Howard of the firm Day & Jones, LLC, will handle your ongoing legal work without any interruption of service.

You do have the right to select the attorney and firm who will represent you in the future. You may choose to stay with Day & Jones, LLC; have your file transferred to Wilson and Associates, PC; or you may request to have your file delivered to another law firm. If you wish, you may use the attached form to designate your choice of attorneys. In the event you choose another firm, we will of course cooperate in the smooth transition of your files.

Should you have any questions about this change, please contact us for further information.

Sincerely,

Day & Jones, LLC

By \_\_\_\_\_

Wilson and Associates, PC

By \_\_\_\_\_

*NOTE: This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will ALPS be liable for any direct, indirect, or consequential damages resulting from the use of this material.*

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## Please sign and return

[Date]

Day & Jones, LLC  
1121 Center St.  
Anytown, MT 59899

RE: Smith v. Brown

Dear Mr. Day:

- I choose to have Day & Jones, LLC continue to handle the above-referenced file in the future.
- I choose to discharge Day & Jones, LLC and transfer the above-referenced file to Wilson and Associates, PC.
- I choose to transfer my file to the law firm of \_\_\_\_\_, thereby discharging the firm of Day, Wilson & Jones, LLC.

With respect to any files which I have decided to transfer to \_\_\_\_\_, please make arrangements to transfer those files promptly in an orderly manner. I acknowledge that Day, Wilson & Jones, LLC has a compensation claim for services rendered and expenses advanced on my behalf to date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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