

Letter to Clients Advising of Law Office's Closing

(Date)

Dear (Name of Client):

As of the date of this letter, I will be closing my law practice. I will no longer be able to represent you in your legal matters.

I advise that you immediately hire another attorney to handle your case. You can select any attorney that you wish. In addition, I would be happy to provide you with a list of three local attorneys who practice in the appropriate area to handle your case.

These attorneys are:

(Insert list of names, addresses, and telephone numbers of three attorneys here.)

When you choose your new legal representative, please provide me with written authority to transfer your file to the new attorney. If you would rather, you can come to my office and pick up your file in order to deliver it personally to your new attorney.

I will continue to store my copy of your closed file for (time required by your local bar association) __ years. After that time, I or my representative will destroy that copy of your file unless you let me know now that you do not want me to follow the usual procedure with your file.

Within the next month, I will be providing you with a full explanation of the funds in your trust account and any fees that you currently owe to me.

After (date office will close), I can be reached at (telephone number) if you have questions.

I appreciated the opportunity of representing you in your legal matters. Thank you for your business over the years.

Sincerely,

(Closing Attorney)