

Letter to Clients Advising of Practice's Sale

(Date)

Dear (Name of Client):

As of the date of this letter, I will be selling my law practice to (name of buying attorney). While I will no longer be able to represent you, (buying attorney) is highly qualified to handle your continuing legal needs.

(Insert a short biography of the buying attorney here, including law school, years in practice, and special areas of practice.)

You have the right to select the attorney of your choice to represent you. I advise that you immediately engage (buying attorney) or another attorney to handle your case.

If you wish (buying attorney) to continue handling your case, please sign the authorization form at the bottom of this letter and return it to my office.

If, on the other hand, you wish to retain another attorney, please send me your written authorization to release your file to your new attorney. If you would like, you can come to my office personally to pick up your file and deliver it to your attorney. I have enclosed the appropriate authorization forms for this purpose.

Because time deadlines may be important to your case, it is important that you decide immediately who will represent you in the future. Please send me the appropriate authorization form by (date).

I have complete confidence in the legal skills of (buying attorney), and I want to make the transition as easy as I can for (him/her). Please call me if you have any questions or concerns.

Sincerely,

(Selling Attorney)

(Insert the following as an enclosure to the foregoing letter. In addition, you can copy the separate Authorization to Transfer File form and include it with the letter and enclosure.)

I want and hereby engage (buying attorney) to handle my legal case on the same terms as (selling attorney) currently represents me.

(Client Name)

(Date)