

**ASSISTING ATTORNEY'S NOTIFICATION TO CLIENT OF
AFFECTED ATTORNEY'S DEATH**

RE: _____

Dear _____:

Due to the death of _____ his/her law offices are closing. I will be handling the closing of _____'s law office.

I am not taking over _____'s practice, so you will need to retain the services of another attorney to represent you in your legal matters. I recommend that you retain the services of another attorney to represent you in your legal matters immediately so that all of your legal rights can be preserved. In order to complete your legal matter(s), you will need a copy of your legal file for use by your and your new attorney. I am enclosing a written authorization for your file to be released directly to you or to your new attorney. You or your new attorney can forward this authorization to us and we will release the file as instructed. If you prefer, you can come to _____ and pick up a copy of your file so that you can deliver it to your new attorney yourself.

Please make arrangements to pick up your file, or have your file transferred to your new attorney by _____. It is imperative that you act promptly so that all of your legal rights will be preserved.

Your closed files will be stored in _____. If you need a closed file, you can contact me at the following address and phone number until _____.

NAME	LOCATION	PHONE
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After that time, you can contact _____ for your closed files at the following address and phone number.

NAME	LOCATION	PHONE
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You will receive a final accounting from _____ in a few weeks. This will include any outstanding account balances that you owe to _____, and an accounting of any funds remaining your client trust account.

On behalf of _____, I would like to thank you for having given him/her the opportunity to provide you with legal services. If you have any additional concerns or questions, please feel free to contact me using the information provided herein above.

Very truly yours,

Assisting Attorney's Name