

**ASSISTING ATTORNEY'S NOTIFICATION TO CLIENT OF AFFECTED
ATTORNEY'S INABILITY TO REPRESENT CLIENT**

RE: _____

Dear _____:

_____ is no longer able to continue in the practice of law. I will be assisting _____, in closing his/her practice. Please know that I do not represent you in your legal matters. I am writing to you strictly for the purpose of notifying you of the closing of _____'s legal practice, and to make arrangements for you to retrieve your legal file maintained by _____.

You will need to retain the services of another attorney to represent you in your legal matters. We recommend that you retain the services of another attorney 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 you 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

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

_____	_____	_____
NAME	LOCATION	PHONE

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 giving 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