

[New Client Letter to Former Law Firm]

{Date}

{Name}
{Company Name}
{Address 1}
{Address 2}
{City, State, Zip Code}

Dear {Salutation}:

Although [we *or* I] have enjoyed working with you in the past and have appreciated all your help, [we *or* I] have decided to make a change and move [our *or* my] legal work to [Firm Name].

[When *or* Should] [Firm Name] contact you for [information *or* the files] your firm [has handled *or* is handling] on [my *or* our company's] behalf, I hereby instruct you to release the [records *or* files] they request. [We *or* I] would appreciate your cooperation and assistance during this time of transition.

Thank you in advance for your cooperation.

Sincerely,

Firm Name
Client Name