August 2, 2013

Client Address

RE: [Name of Case]

Dear [Name of Client]:

[Departing Attorney] is leaving our firm as of [date]. [Departing Attorney] can take your file with [him/her] and continue to represent you in this matter, or a member of our firm, [Name], is available to handle your case if you wish [him/her] to do so. You may also request your file and find another attorney to handle your matter.

Please choose one of the options below and return this letter to our firm. Because time deadlines may be involved in your case, it is imperative that you act immediately. Please provide your decision no later than [date].

We want to make this transition as simple and easy as possible. Please feel free to contact [Departing Attorney at XXX-XXX-XXXX] or me at XXX-XXX-XXXX with any questions.

Sincerely,

[Departing Attorney and Managing Partner]

1. I want [Departing Attorney] to continue handling my case. I hereby authorize the law firm of [Former Firm] to deliver my file(s) and any funds remaining in the trust account to [Departing Attorney].

_____ _____

Client Date

2. I want my file to remain with the law firm of [Name of Firm].

_____ _____

Client Date

3. I want my file and will find another attorney regarding my representation.

_____ _____

Client Date